

HOW-TO INTERVIEW

Phase 1: Preparing for the Interview

Step 1: Research the organization

- Use their websites, social media, and news articles to find this information, and ask yourself, what are their values, and why do you specifically want to be a part of it?

Step 2: Review your application

- Aim to find the “theme” in your application and ask yourself, what are you bringing to the organization, and how are you going to market yourself as the “perfect fit” for the job?

Step 3: Prepare answers to commonly asked questions using the Star Method



Situation: Describe the context within which you performed a task or faced a challenge at work. This is where you set the scene. Be specific about the situation, but keep it brief.



Task: Explain the actual task or challenge that was involved. What were you responsible for in that situation?



Action: Describe the specific actions you took to address the task. Focus on your individual contributions and explain what you did, why you did it, and how you did it.



Result: Share the outcomes or results of your actions. Quantify the impact, if possible, and explain what you learned or how the organization benefited from your actions.

Step 4: Prepare questions to ask interviewer

Step 5: Do mock interviews with friends, family, teachers, or mentors

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Phase 2: During the Interview

Step 1: First Impression

- Arrive 10-15 minutes early
- Wear Business Professional and Business Casual when appropriate
- Have confidence, and open body language
- Maintain eye contact with the interviewer
- Be friendly (They could be your future coworker!)

Step 2: Answer Questions using the STAR Method

- Example Question: "Tell me about a time you showed leadership."



Situation: During my sophomore year, I was part of FBLA, and our chapter was struggling with low attendance at meetings.



Task: As a chapter officer, my job was to help increase student engagement and make meetings more appealing.



Action: I suggested promoting meetings through Instagram Reels to showcase the fun, interactive aspects of FBLA and reach students on platforms they already use.



Result: Within a month, meeting attendance increased by about 30%, and more students stayed involved throughout the year.