

Interviewing Tips – From USAJOBS Help

Congratulations on being invited to interview for a position. Follow these four tips to succeed during your interview.

1. The One-Minute Resume

Be prepared to succinctly tell the interviewer(s) about yourself in 60 seconds or less. Summarize your background and articulate how those experiences make you the best candidate for this position.

Example: Interviewing for a Project Manager position "For the last 15 years I have managed progressively larger and more challenging projects in the private sector. My most recently completed project was the successful opening of a major office building; this multi-million dollar project was multi-faceted and required extensive collaboration with the construction company, local government for permits and area businesses. I believe my prior work experience and education has prepared me well for a position with your agency. "

Develop and practice your One-Minute Resume, for these reasons:

1. It shows you are comfortable with yourself. This puts both you and the interviewer at ease.
2. If you have a polished one-minute resume, YOU begin to control the interview.
3. A well-delivered one-minute resume will draw the interviewer in to you.

Be careful not to brag - simply tell a short and concise story about yourself.

2. Interview Preparation

“This job is mine!” Believe that you are the best candidate for the job and maintain this positive attitude during the interview. Prepare for the interview by giving thought to some difficult questions that may be asked and how you might answer them. For example, the interviewer might ask you to “Describe a challenging situation and how you handled it.”

The more prepared you are, the more comfortable you will be during the interview. The interview is your turn to show all that is great about you – your specific work experiences, your outcomes, and your approach to achieving those results. Remember, resumes don't hire, people do. So, let your preparation and positive attitude be the key to your success in an interview.

3. Day of the Interview

Dress for success. Be sure to wear business clothes, be well-groomed, and have a professional appearance, because first impressions are important. Allow yourself plenty of time to arrive early for the interview. You may need to go through security or wait to be escorted to the interview. Also, bring any relevant documents to the interview, e.g., extra resumes, writing samples, updated reference list.

4. Interview Follow Up

After your interview, follow up with a thank you note. Writing thank you notes is another opportunity to highlight additional skills and qualifications that you may have for the position and to thank the interviewer(s) for the interview opportunity. An email thank you note is appropriate.