



Prudential
Bring Your Challenges®

INTERVIEWING SKILLS:

Showing your Strengths in a Job Interview



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BEFORE THE INTERVIEW

- Review your resume
- Develop a list of questions
- Have your answers ready
- Find out who will be conducting the interview(s)
- Logistics



DURING THE INTERVIEW

- Listen for opportunities which you can solve
- Listen carefully to all questions and make sure you understand what is being asked
- Be aware of your non-verbal cues
- Always respond in a positive tone



CONCLUDING THE INTERVIEW

- Ask questions!
- Summarize key points
- Ask them for feedback (i.e., thoughts about your candidacy)
- Ask what the next steps are
- Make notes about the interview
- Send follow-up / thank you letters immediately



CATEGORIES OF QUESTIONS

- **Your career**
Tell me about your current or previous job. Where do you see yourself in the next couple of years? What motivates you? What do you know about us?
- **Your current or most recent position**
Explain how you are ready for new challenges and responsibilities and you want to be part of a growing firm/group.
- **Your background, skills and experience**
How would you describe your leadership style? What are your strengths? What are your weaknesses?



CATEGORIES OF QUESTIONS

- **Your behaviors**

More and more interviewers are asking behavioral questions, in which you are asked to recount a specific example of an experience so they can use it as a predictor for your future behavior.

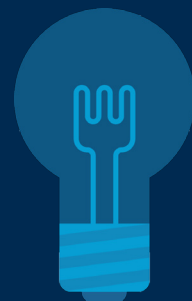
- **Be a STAR**

S = Situation: Describe what you were facing

T = Target: Describe what you wanted to achieve

A = Action: Describe what you did

R = Results: Describe what happened, how things turned out, what you learned, and what you'd do differently if presented the same circumstances



GOOD LUCK



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