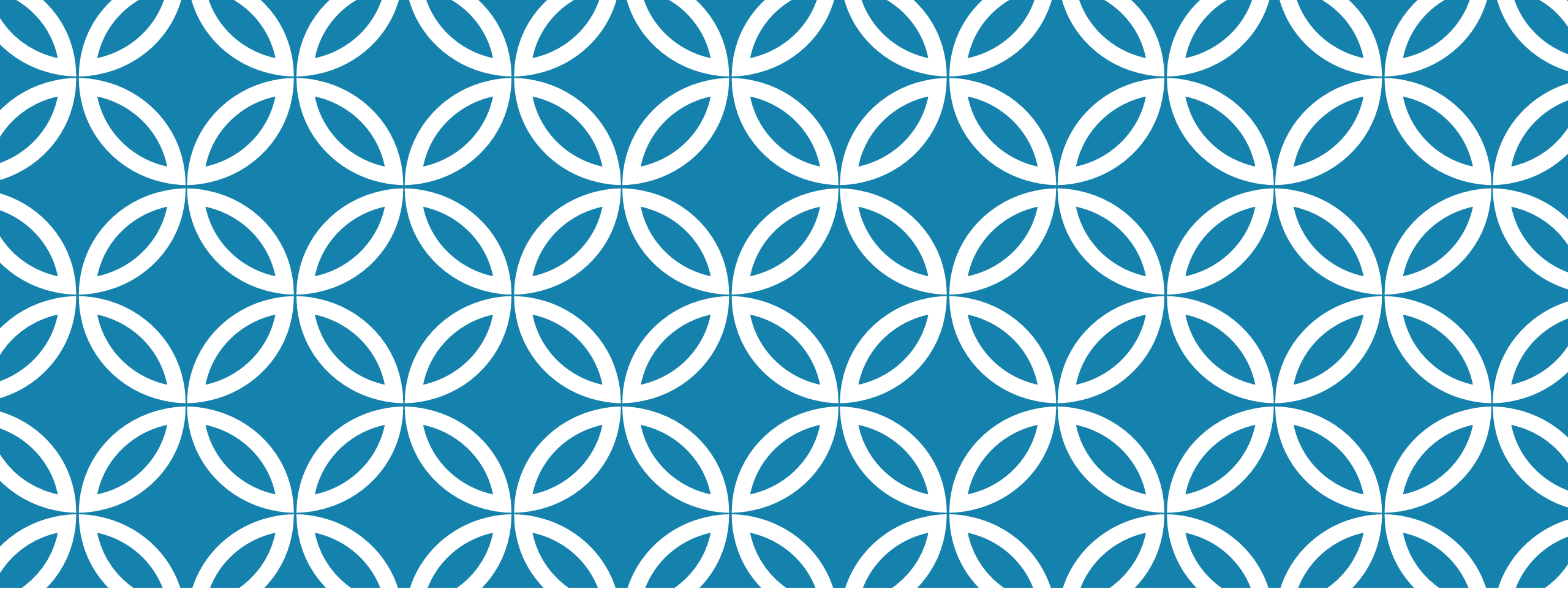




**PREPARING FOR YOUR INTERVIEW:
YOU ALREADY HAVE THE ANSWERS!**

**Roseann Deal
USEPA Retiree**

STEP 1: WHEN DID YOU FEEL GREAT ABOUT YOU?

Stand up straight. Shoulders back. Hands on hips. Take a few deep breaths. Smile. This is a POWER POSE. Who does it remind you of?

Recall a time, event, or situation when YOU felt very self-confident, successful, prepared, in the right place at the right time, doing the right thing for the right reason. You were in a groove, in the flow, feeling on top of the world.

Write down the circumstances. What happened? What did you do? How did you do it? What was the result?

Share your SUCCESS STORY with yourself in a mirror or with someone else.

How do you feel?

Use this story! It's possible to recall a **success story** and shift to a positive mindset whenever you need to feel self-confident and prepared.

Consider your interview as a **series of stories that YOU prepare and rehearse in advance.**

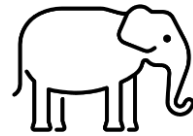
Do your homework! Talk to folks who know the job. Research the organization. Understand what's involved in the job. Does a former EPA colleague work there?

YOU are responsible for being prepared to tell your stories as answers to the interviewers' questions and connecting your past to your future, to the new job.

You hold the reins. You are in control. You can be ready for any question asked if your stories are ready to share.

STEP 2: SHIFT TO POSITIVE MINDSET

NOT YOUR TYPICAL INTERVIEWING TIPS SESSION



DO YOUR HOMEWORK (AI INSPIRED)

Research the Company: Understand the organization's values, mission and the role you are applying for. This helps to tailor your responses.

Practice Interview Questions: Develop concise and confident answers to common interview questions. This boosts your confidence during an interview.

Dress appropriately: Choose professional attire that fits the company culture. This creates a good first impression.

Follow-up with a Thank You Note: Send a thank you note after the interview. This shows gratitude and keeps you in the interviewer's mind.

ACE YOUR JOB INTERVIEW (AI INSPIRED)

Inquiries About Past Experiences: Interviewers often ask candidates to describe their past experiences to understand their background and job readiness.

Skills and Strengths: Questions related to skills and strengths help interviewers assess a candidate's qualifications and suitability for the role.

Situational Judgment: Situational judgment questions evaluate how candidates handle various scenarios and their problem-solving abilities.

Preparation Importance: Preparing for common questions helps candidates to effectively demonstrate their suitability for the role during an interview.

INSPIRED BY
MARY BECK &
DAVE

Some of you may remember the traditional federal resume SF-171. (I won't tell if you won't)

How many of us created an IDP or Individual Development Plan?

Some of you may have a CV (Curriculum Vitae) that captures your career/life accomplishments including publications.

No matter your years of federal service, you probably have a document that lists your accomplishments and/or goals. It's time to dust it off and scour for stories!

STEP 3: YOU ARE THE EXPERT ON YOU!



Why Do You Want This Job? Why Should We Select You?

Overcoming Obstacles

Team Member or Team Leader Achievements

Resolving or Managing Conflict

Challenging Yourself to Learn Something New

Working in Ambiguous Situations

Dealing with/or Managing Change

Your Greatest Achievements

Improving Processes or System

Customer Service Successes

Your Leadership Style or Philosophy

Your Strengths

Tackling Difficult Conversations

Decision Making Successes/Challenges

STEP 4: WRITE YOUR STORY

SARC MODEL©

SITUATION: **Who** was involved? **What** was the issue? **Where/when** did this take place? **Why** did this happen?

ACTION: **How** did you succeed, resolve, impress, achieve, overcome, partner, collaborate, investigate, lead, etc? **WHAT DID YOU DO?**

RESULT: What was the outcome?

CONNECT: How does what you did in this situation connect to the new job you want?

Don't forget volunteer or community success stories.

STEP 5: GOLDILOCKS

Once Upon A Time...

All good stories have a Beginning, a Middle, and an End.

Every interview answer must abide by this rule.

Connect your answer to the new job.

Answers must be clear, concise, self-confident, well-paced, and Goldilocks in length--not too long, not too short, but “just right!”

STEP 6: LOUDER THAN WORDS

What do folks SEE when you tell your stories?

Sometimes what you don't say speaks louder than words.

What do we know about BODY LANGUAGE during an interview?

IF YOU PRACTICE W/ A PARTNER

Observe

Give Feedback

Practice

Repeat



STEP 7: KEEP CALM AND CARRY ON

Mindfulness

Calming Techniques

The Night Before

The Day Of

7 HABITS OF HIGHLY SUCCESSFUL INTERVIEWEES

1. Be professional and respectful regardless of your relationship to an interviewer or the organization.

2. Don't assume that the interviewer knows you, your work, or your accomplishments.

3. You decide your talking points. What do you want to communicate during the interview? Tell your story.

7 HABITS OF HIGHLY SUCCESSFUL INTERVIEWEES

4. Do whatever you need to exude self-confidence.

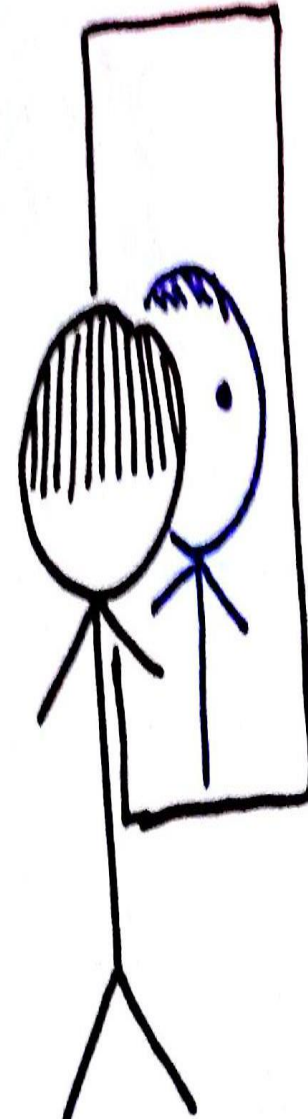
5. If you think you can “wing it,” you’re wrong! You’re worth the extra effort!

6. Invest in yourself by focusing on your life, doing your homework, and writing and practicing your stories.

***7. REHEARSE.
PRACTICE.***

***SEEK & LISTEN TO
FEEDBACK***

REPEAT.



FEEDBACK / REFLECTIONS / QUESTIONS

