



Baton Rouge Community College

Human Resource

Tips for Interviewing



Before the Interview

Research the Company

- Understand the company's culture, mission, and recent developments. It shows that you have done your homework and are genuinely interested



Before the Interview

Review the Job Description

- Know the key responsibilities and qualifications of the position. Match your skills and experiences to what the company is looking for.

Before the Interview



Practice Common Questions

- Be prepared for questions like:
 - “Tell us about yourself.”
 - “Why do you want to work here?”
 - “What are your strengths and weaknesses?”
 - “Tell me about a time you faced a challenge and how you handled it.”
- Use the STAR method (Situation, Task, Action, Result) to structure your answers.



Before the Interview

Prepare Questions for the Interviewer

- Have a few insightful questions ready to ask the interviewer about the role, company culture, and team dynamics.



Before the Interview

Dress Appropriately

- Dress according to the company's culture. When in doubt, it's better to be slightly overdressed than underdressed.



Before the Interview

Bring Necessary Documents

- Have copies of your resume, references, a notepad and a pen. Some interviewers might not have your resume handy.
- **Side Note:** Create an email that is just for applying for jobs; make it professional!



During the Interview

Arrive Early

- Aim to arrive 10-15 minutes before the scheduled time to show punctuality and allow yourself time to settle in.



During the Interview

First Impressions Matter

- Smile, make eye contact, and offer a firm handshake. Confidence and positive body language can set a great tone from the start.



During the Interview

Listen Carefully

- Pay close attention to the interviewer's questions and comments. Take a moment to gather your thoughts before answering, if necessary.



During the Interview

Be Concise and Relevant

- When answering questions, be clear and to the point. Use specific examples to highlight your skills and experience without rambling.



During the Interview

Show Enthusiasm

- Demonstrate your excitement about the role and the company. A positive attitude can make a strong impression.



During the Interview

Highlight Achievements

- Focus on your past accomplishments and how they relate to the position. Use metrics when possible, to show the impact of your work.



During the Interview

Stay Calm and Confident

- If you're asked a difficult question, take a breath before responding. Show that you can remain composed under pressure.



During the Interview

Ask Insightful Questions

- Prepare questions that show interest in the role and company, such as:
 - “What does success look like in this roll?”
 - Can you tell me more about the team I’ll be working with?”



During the Interview

Be Honest

- Be truthful about your experience and skills. If you don't know the answer to a question, admit it, but also demonstrate your willingness to learn.



After the Interview

Send a Thank-You Note

- Within 24 hours, send a brief, polite email thanking the interviewer for their time and reaffirming your interest in the role. Mention something specific from the interview to make your message stand out.



After the Interview

Reflect on Your Performance

- Take a moment to assess how the interview went. Think about what went well and areas you could improve for future interviews.



Summary

By focusing on clarity, relevance, and professionalism in both your resume and interview, you can significantly improve your chances of standing out and making a strong impression to the HR professionals and landing the job!



Wishing You the Best of Luck!

BRCCHumanResources
Department