WONSULTING

INTERVIEW PREP

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HOW TO PREPARE

BEFORE YOUR INTERVIEW

- Create a Google doc
- Research potential questions
- Research the company
- Reach out to connections who work for the company
- Prepare for behavior questions (also technical questions if applicable
- Be confident

TELL ME ABOUT YOURSELF

Tell me about yourself should show your *story*. It doesn't have to be all about your career, you can show your passions that correlate with the position as well.

INTERVIEW STRUCTURE

- Introduction/experiences
- Your passions/interests
- What you're looking for in your next role

My name Is (**Name**), (**Current Position/Occupation**) from (**School/Company**). I've had experiences In the (**industry of position**) field, specifically at companies including (**companies**). Through these experiences, I have been able to grow my skills In (**field(s)**), which correlate directly with my passions and interests in (**industry + where the passion comes from**).

What I like to do outside of work is (**what you like to do outside of work**).

Example

My name Is Jonathan Javier, 4th year student from UCLA. I've had experiences In the operations field, specifically at companies including Google and Cisco. Through these experiences, I have been able to grow my skills In strategy and operations, which correlate directly with my passions and interests of making impact through technology.

What I like to do outside of work is to speak on professional development topics and play basketball.

Structure

1. **First 1-2 sentences show who you are, your experience, and what you bringing to the table.**
2. **You speak briefly about your passions and how the company/position correlate directly with the role.**
3. **Last sentence should be what you like to do outside of work to show the human side of who you are.**

Key Points

1. **Be sure to incorporate your story of how your experience firs the role and how you became interested In the company**
2. **Research the company's values or principles to how it relates to your own; then mention It In your interview**
3. **Interviewers can sense passion; exemplify It and show where your true passions lie because they may have similar passions**

STAR METHOD

Situation, task, action, and result. STAR helps you structure your answer to behavioral questions.

Situation (S)

Describes the situation in one of your past/current experiences. This can be in regards to a specific event or situation with enough details for the interviewer to know the backstory. Examples can include: Previous job/internship, leadership/volunteer experience

Task (T)

Asks the question of what goal you were working towards during the situation.Examples: How was I going to do xyz? How was I going to accomplish this goal of xyz?

Action (A)

Describes the actionable steps you took to address the situation and follows the Task question. You should go into a good amount of details but always focus on what specific steps you took and what your impact was by taking these actions.
Examples: What I did was help my team by xyz. I improved a process by xyz.

Result (R)

What was the outcome of what happened after your actions took place? Be confident and talk about the impact you made as well as any metrics that occurred due to your actions. These will exemplify your accomplishments and show how the situation ended on a positive note.
Examples: What resulted from this was xyz. The impact I was able to make was xyz.

QUESTIONS

You make it through all the questions the interviewer asks you, and now they ask you if you have any questions. Here's what you should do.

- Prepare 2-3 questions to ask at the end of the Interview regarding the position, the company, and next steps/emails.
- Ask questions that show that you've done your research on the position by Incoporating parts of the job description, responsibilities, experiences, etc.
- Ask questions where you answer their answer with your own answer; you do this so you can show your experiences and Interests that may have not been highlighted in previous Interview answers.
- If you know who you're interviewing with beforehand, look them up on LinkedIn and find which role they're currently In, how many years they've been at the company, If they've advanced In their career, their passions, etc

After listening to their answers to your questions, you should write notes on what stood out In their answers to incorporate when sending your follow-up/thank you note.

Examples

- **I saw that one of your company's values is "relationships matter. How have you been able to build relationships while working for your company?**
- **While on LinkedIn, I saw that you were first an analyst before becoming a manager in the past 5 years. How does your company support career advancement opportunities?**
- **What is a project you're the most proud of and why?**
- **Last question: What are the next steps of the interview process, and may I have your email?**

THANK YOU

Either on the same day or <24 hours after your interview, be sure to send a follow-up/thank you note (see below for example)

- Send your email either a few hours after your interview or the next morning
- Use "Scheduled Send" to send your email in advance just in case you forget!

If a week goes by after your Interview and you have not heard back, send a follow-up email!