

# INTERVIEW GUIDE

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## 1. Introduction

This guide has been developed by the UENR Alumni Association to support graduates and members in preparing for successful job interviews. Whether you are a fresh graduate or an experienced professional transitioning into a new role, this guide provides practical steps, tips, and sample questions to boost your confidence and performance.

## 2. Before the Interview

### a. Research the Organization

- Learn about the organization's mission, values, products/services, culture, and recent news.
- Understand the industry and key competitors.
- Review the job description carefully to know exactly what is expected.

### b. Know Yourself

- Identify your strengths, skills, and experiences relevant to the role.
- Prepare to explain gaps in employment, internships, or academics confidently.
- Practice a short personal introduction (1-2 minutes).

### c. Prepare Your Documents

- Updated CV/resumé (2 pages maximum).
- Application letter.
- Certificates, awards, portfolio, or samples (if applicable).
- A list of references.

### d. Plan Logistically

- Confirm date, time, and venue (or virtual meeting link).
- Plan your transportation and arrive 10-15 minutes early.
- Test your internet connection, device, lighting, and audio for virtual interviews.

### **3. During the Interview**

#### **a. Present Yourself Professionally**

- Dress smartly (formal or business casual).
- Maintain good posture, eye contact, and a calm tone.
- Listen carefully before answering questions.

#### **b. Key Techniques**

- STAR Method for answering experience-based questions:
- Situation – Task – Action – Result
- Be concise and avoid long stories.
- Highlight both technical and soft skills (teamwork, leadership, communication, problem-solving).

#### **c. Show Your Interest**

- Demonstrate your understanding of the role.
- Mention how your background aligns with the organization.

## **4. Common Interview Questions & How to Answer**

### **General Questions**

1. Tell us about yourself.
2. Keep it professional: education, experience, key skills, and why you're a good fit.
3. Why do you want this job?
4. What are your strengths?
5. What are your weaknesses and what are you doing to improve them?
6. Where do you see yourself in the next 3-5 years?
7. Why should we hire you?

### **Behavioral Questions (Use STAR Method)**

1. Describe a time you solved a difficult problem.
2. Tell us about a time you worked in a team.
3. Share an example of a leadership role or initiative you took.
4. Describe a failure and what you learned from it.

### **Technical/Role-Specific Questions**

Adapt based on your field (engineering, energy, IT, environment, business, etc.). Examples:

- Explain a project you worked on and your role in it.
- Describe a technical challenge and how you solved it.
- Demonstrate your familiarity with industry tools/software.

## 5. Questions to Ask the Interviewer

You can ask:

- What does a typical day in this role look like?
- What skills or qualities are most important for success in this role?
- How is performance measured?
- What opportunities are available for growth and development?
- What are the next steps in the recruitment process?

## 6. After the Interview

### a. Follow-Up

- Send a short “Thank You” email within 24 hours.
- Reaffirm your interest and appreciation.

### b. Reflect

- Note what went well and areas to improve.
- Prepare better for future interviews.

### c. Stay Positive

- If you receive feedback, use it constructively.
- Keep applying — every interview builds experience.

## 7. Tips for Alumni and Fresh Graduates

- Participate in UENR Alumni mentorship programs for career guidance.
- Attend alumni career fairs, webinars, and networking events.
- Build a professional LinkedIn profile and keep it updated.
- Join relevant professional associations and communities.

## 8. Final Encouragement

Your degree from UENR has equipped you with valuable knowledge and resilience. Combine it with preparation, confidence, and continuous learning, and you will excel in any interview setting. The UENR Alumni Association is committed to supporting your career journey every step of the way.