



Interview Tips

During the Interview

During an interview, you will be asked a variety of questions that will assess your qualifications and character. This will involve general and behavior-based questions. Your goal is to provide clear evidence that you have the skill sets and experiences that best match. This will help you to showcase **Foundational, Transferable, and Industry-Specific** skill sets. Consider using the **BAR Method** or **STAR Method** to develop answers.

B.A.R. Method:

- › Background
- › Action
- › Result

S.T.A.R. Method:

- › Situation/Task
- › Action
- › Result

Background/Situation/Task: Orient your interviewer by providing the “who, what, when, where, why” of the situation.

Action: Describe what exactly you did in this situation and why you did it in that particular way.

Result: Conclude your example with the outcome of your actions and what you learned from the experience.

Example Elevator Pitch: “My name is Victor Student, and I am currently a junior studying Human Resources at Central Michigan University. For the past two years, I have been the Recruitment Chair of the society for Human Resource Management at CMU, as well as a Mock Interviewer for CMU Career Development Center. I also recently completed an employee recruitment and retention project with three classmates, and we won ‘Best in Class.’ I welcome the opportunity to ‘Go Further’ with Ford Motor Company and enhance my recruiting skills through this internship.”

Position of interest:

Human Resources:
Recruiting Internship with
Ford Motor Company

Closing the Interview

It is important to sell yourself at the beginning and end of your interview. Ending the interview on a positive note can be done by incorporating the following:

- › Summarize your key points: relevant experience, distinctions, your passion for the position, and how you see a future with that employer
- › Respond to information revealed by the hiring team, especially if it intrigues you and fits your skills/experience
- › Ask appropriate, specific questions regarding the employer or position that haven’t already been answered by the job description or hiring team
- › Leave out salary/benefits questions until the employer initiates the discussion or presents you an offer

The above points may naturally weave into your responses. Even if they do (and especially if they don’t!), make sure to mention them as you close the interview.