

RESEARCH:

- the **employer** by visiting their web site.
- the **employer's planned method of interview**. Talk with the HR representative to find out if it will be a traditional or behavior based interview.
- the **job competencies** by visiting the Department of Civil Service's web page: www.michigan.gov/mdcs, click on the Employment Information and Career Planning Services link, click on "Continue" under the "Services" heading, click on applicable Competency Group.
 - Using the competencies, correlate your job-related experience to the individual categories.
 - Decision making, planning and organizing work, and work standards are a few examples of Group 2 competencies.
- **yourself** by reviewing your resume to refresh your memory about your accomplishments.

Notes:

Now let's review what you have learned:

Behavior based interviews are based on the premise that past behavior is the best predictor of future behavior.

The interview panel will want you to describe a STAR from your past. Remember that STAR means Situation/Task, Action, Results.

Prepare for the interview by research of:

- the employer
- the employer's planned method of interview
- the job competencies
- YOURSELF!

Notes:

Resources

Beatty, R.H. (2003). *The Interview Kit* (3rd ed.). New Jersey: John Wiley & Sons, Inc.

Behavior Based Interviewing. Retrieved June 16, 2005, from the Management Recruiters of Champions Web site: <http://www.mrichampions.com/behaviorbsd.html>

Behavioral Interviewing. Retrieved June 16, 2005, from Career Services @ Virginia Tech Web site: <http://www.career.vt.edu/JOBSEARC/interview/Behavioral.htm>

Byham, W.C. (1997). *Landing the Job You Want; How to have the best job interview of your life*. New York: Three Rivers Press.

Fein, R. (2000). *101 Dynamite Questions to Ask at Your Job Interview* (3rd ed.). Manassas Park, VA: Impact Publications.

Interview Techniques. Retrieved June 16, 2005, from The University of Portland, Alumni Careers Web site: http://www.up.edu/up_sub.asp?ctnt=607&mnu=450&chl=150&lvl=2

Matias, L. (n.d.). *The Behavioral Style Interview*. Retrieved June 16, 2005, from <http://www.howtoadvice.com/preview/puzbl>

Yate, M. (1994). *Hiring the Best*. Holbrook, MA: Bob Adams, Inc.

Yeager, N. & Hough, L.(1998). *Power Interviews; Job-Winning tactics from Fortune 500 Recruiters*. New York: John Wiley & Sons, Inc.