



CareerBeam: Interview Guide

CareerBeam's module on Interview Preparation is located under the 'Getting The Job' section of the top menu bar. This section provides the user all the necessary information and tools to thoroughly prepare for a successful interview experience.

You will learn the most important secrets to preparing for the interview including understanding and utilizing the employer's perspective; how to answer interview questions; why it's important to ask good questions; tips on handling different types of interviews such as phone, case, panel and video; as well as the ability to practice your interview responses and record your answers for feedback.

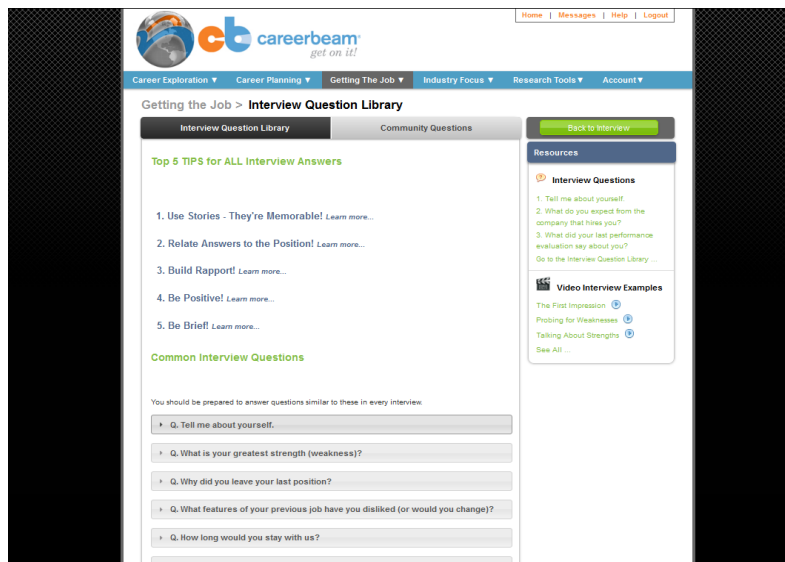
The screenshot shows the CareerBeam website interface. At the top, there is a navigation bar with links for Home, Messages, Help, and Logout. Below this is a secondary navigation bar with categories like Career Exploration, Career Planning, Getting The Job (selected), Industry Focus, Research Tools, and Account. The main content area is titled 'Getting the Job > Interview Preparation'. It features several sections: 'The Employer Perspective' with a 'Get Started' button, 'Dos and Don'ts of Interviewing' with a list of tips, 'Interview Questions' with a sample question and tip, 'Interview Types & Examples' with video thumbnails, and 'Record a Practice Interview' with a 'Quick and Easy Interview Practice' section.

Landing Page

The Interview Preparation landing page is designed to assist you in getting easy access to the key features of this section. You can access great content in 'The Employer Perspective', by simply clicking the 'Get Started' button. Access common interview questions with tips on answers, review short video tips and sample answers, or record a practice interview.

The Employer Perspective

Here you can access detailed information on preparing for your interview by clicking on the 'Get Started' button. This section goes into detail about the importance of understanding the employer's perspective and approaching the interview from the standpoint of what you have to offer the employer to assist them in reaching company goals. Your chances of success in the interview will increase substantially if you prepare appropriately for each interview. Learn about how to answer different types of questions and about the importance of asking questions during the interview.



Interview Questions

CareerBeam's 'Interview Questions' section, on the lower left of the landing page, gives you the ability to review hundreds of sample interview questions as well as offering tips on how to answer many of the most popular questions. You can review a variety of questions including function specific, behavioral, negative and tough questions to help you prepare.



Interview Types & Videos

In today's competitive landscape you may encounter many different types of interview situations. CareerBeam helps you to understand the dynamics of the most popular interview formats including the Telephone Interview, the Case Interview, the Panel Interview and the Video Interview and offers information and suggestions on how to approach each. You can also review interview tips and sample interview answers in our 'Interview Video Library'.



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Career Exploration | Career Planning | Getting The Job | Industry Focus | Research Tools | Account

Getting the Job > Types of Interviews

Phone | Case | Panel | Video

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The Phone Interview

Prepare for a phone interview just as you would for a regular interview. Compile a list of your experience, skills, talents, strengths and weaknesses, as well as a list of answers to typical phone interview questions.

- Keep your resume in view, so it's at your fingertips when you need to answer questions.
- Have a short list of your accomplishments that apply to the position, available to review.
- Have a pen and paper handy for note taking.
- Turn call-waiting and other notification tones off so your call isn't interrupted.
- Create a quiet environment. Clear the room, turn off the stereo and TV. Close the door.
- Unless you're sure your cell phone service is perfect, consider using a landline.

Practice Interviewing

Talking on the phone isn't as easy as it seems - it's very helpful to practice. Have a friend or family member conduct a mock interview and record it so you can see how you sound over the phone. Listen for your "ums" and "uhs" and "okays." Practice reducing them from your speech. Also, rehearse answers to typical questions you might be asked. During your practice make an effort **SMILE** as you give your answer, you'll be amazed at how much it will improve how you sound to the interviewer.

You should also prepare to answer some of the most frequently asked questions in phone interviews. Some examples:

- What do you know about the company?
- Why do you want the job?

Resources

Interview Questions

- Tell me about yourself.
- What do you expect from the company that hires you?
- What did your last performance evaluation say about you?

[Go to the Interview Question Library ...](#)

Video Interview Examples

- [The First Impression](#)
- [Probing for Weaknesses](#)
- [Talking About Strengths](#)

[See All ...](#)

Record a Practice Interview

When you believe you are ready for your interview, take your preparation one step further to ensure that you are projecting the most positive image to potential employers. CareerBeam allows you to 'Record a Practice Interview'. You can select the number and type of questions you'd like to practice and the system will ask and record your answers. Then you can review your responses yourself, or share them with your friends, family, or career advisor for feedback.

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