

Oral Interview Recommendations

The following tips may help you to prepare for the interviews:

1. *Read the question carefully as it is being asked by the panel.*

Answer the question that is being asked. The panel will be scoring you on how you answer the question that is being asked.

2. *Take a few seconds to organize your thoughts before you start your response.*

Try not to ramble with your responses – the more organized you are in your responses, the easier it is for the panel to understand and score your answers.

3. *Make your answers as thorough as you can within the time that is allotted.*

The more pertinent discussion and information that you include in your response to each question, the more you will assist the panel in scoring that question.

4. *Tell the panel about yourself.*

If you don't tell the panel about yourself, they won't get the information through any other source. Remember – the panel will rate you on what you say during the interview, and not what they previously know about you.

5. *Repeat answers if necessary.*

The panel will be scoring each question individually. If your answer to a question seems to overlap with your response to a previous question, you may need to repeat yourself to receive credit toward that question.

6. *Be aware of your time.*

You should have enough time to answer all of the questions but be aware that you will not be allowed to run overtime.

7. *Practice, Practice, Practice*

- A. *Go to the library and find out what types of questions are typically asked during an interview.***

The more you know what to expect, the more relaxed you will feel during your interview.

- B. *Practice interviewing with a friend, in front of a mirror, or using a video or tape recorder.***

The more feedback you have regarding how you present yourself, the more effective you can be in your responses.

- C. *Be relaxed.***

Exercise, and reduce both caffeine and sugar prior to your scheduled interview to help you be more relaxed during the interview. Additionally, the panel may be rating you on your communication skills and stress management skills at the conclusion of the interview.