



# Amp Up Your Interview Skills

Julie Polumbo • AWAG 2019

**What has been one of your  
best and worst interview  
experiences?**

**How did you know it went?**

# Interview Preparation

- Job Description
- Research
- Experience Notes
- Dress
- Portfolio
- Arrival & Location



# Question & Response

- Common Questions
- Problem Solving
- Situational
- Open Ended
- Future Oriented
- Cite Experience
- Express Interest
- Prepare Substance Question

# How to Stand Apart

- Know the Organization
- Express Interest
- Frame Your Responses
- Explain Why the Position Works for You

# Army Community Services (ACS) Receptionist

- **Description:** ACS is looking for a part-time receptionist to staff the front desk by greeting clients in-person and over the phone. The ideal candidate is friendly and enjoys sharing information with new members to the military community.
- **Experience:** High School Diploma, 2+ years of front office or customer service experience
- **Skills:** Detail-oriented, Organized, Microsoft Office

**Applicant:** What experience do you have that meets the requirements?

**Interviewer:** Create two questions to ask the applicant.

*Switch Roles!*

# Contact Info



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