Job Interview

Words

- In-person interview ??
- Phone screen ????
- Hiring manager ????
- Recruiter ??(?)??
- Employer ??
- Employee(s) ??
- Staff ??
- Candidate(s) ???
- Interviewer ???
- Job seeker(s) ???
- Recruiters, Headhunters, and Staffing Agencies ?????????????????

Before Interview

The following Strategies are effective ways to prepare for a job interview:

1. Review the job description
2. Practice describing your skills and experiences
3. Review your resume

Build rapport with interviewers

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- Rapport is a friendly relationship in which the people involved understand each other's ideas and communicate well with each other.
- Building rapport begins with the very first interaction you have with the company's staff by phone, email, or video conference. It's important to use a professional tone in the email you write, expressing your interest in the job. But it's also important to be polite and friendly. Expressing appreciation for being considered and having the potential opportunity to interview is one way to build rapport.
- Phone screen ????
  - During the phone screening and in-person interview, you can ease interview nervousness by engaging actively in a way that feels natural to you ???????????
  - When and if you have an initial phone screen, you can use a friendly, conversational tone of voice ???????????

Prepare for the introductory call

It's important to showcase your best self in the introductory phone call. In this conversation, you'll talk with the recruiter or hiring manager about yourself, the kind of work or training you have, and why you want the job. You might also be asked specifically about your salary requirements. For this question, it's a good idea to prepare in advance and conduct an internet search for "average salary for entry-level security analysts."

During Interview

Anser Open-Ended Questions

STAR: An interview technique used to answer behavioral and situational questions ???????????????

Answer open-ended (???) interview questions with STAR method:

- **Situation** (??) is the project you worked on or a challenge that you had to overcome.
- **Task** (??) outlines the key responsibilities or role you played in solving the challenge described in the situation phase.
- **Action** (??) describes the exact steps you took to resolve the challenging situation you described.
- **Result** (??) , sharing the result of your challenge or example shows the employers how the situation was resolved as a direct result of the actions you took. *(Tip: if an employer asks you about a situation that didn't have a positive outcome, try to focus on what you learned from the situation and how that experience helped you become a better employee.)*

Tip #1

> ❝ If an interviewer asks you to discuss **a skill that you don't have**, it's okay to admit you haven't learned it yet. However, the trick is to confidently mention that while you don't have that particular skill, you're a quick learner and eager to develop that skill.

Tip #2

> ❝ Taking the time to fully understand a problem or question to provide the best solution or answer possible. When interviewing, don't be afraid to ask the interviewer for a moment to think about your answer. It shows that you're willing to take the time needed to understand the question and provide a

response that is meaningful and relevant.

Ask Questions

During the second half of an interview, the interviewer will ask if you have any questions for them. It's important to have some questions prepared to ask at this point.

- What is the biggest challenge I might face coming into this role and how would I be expected to meet that challenge?
- In what ways can I contribute to the success of the team and the organization? ????????????????????
- What would you say is the best part about working for this company?
- What is a typical day like for [an analyst]?
- What is the potential for growth in this role?

Panel Interview (????)

During the panel interview, you'll meet with two or more people and discuss yourself and your ability to contribute to the organization. If you're nervous about this, remind yourself that the team brought you in for the interview for a reason. When you feel confident in your abilities, you're better able to showcase your knowledge about the security industry and demonstrate your ability to work well with a team.

> " Be sure to engage with each panelist by giving them your full attention during the interview. Maintaining eye contact can help you express confidence, but for those who cannot do so, actively engaging with each panelist in your own way is just as important. ??? ?????????????
>
> It's likely that each panelist will ask you at least one question during the interview. It's okay to address the whole panel when answering a question, rather than only directing your response to the person who asked the question. ???

After Interview

Follow-up Email

It's nice to send a follow-up email a day or two after your in-person interview. It's also a good idea to mention something specific from your interview in this email. It shows that you were actively engaged in the conversation.

One week after the Interview:

> " Hello [Recruiter's Name],
> I hope you're doing well. It's been a few weeks since my interview for the [Job Position], and I wanted to check in on the status of my application. Please feel free to contact me at your convenience, as I'm excited to hear from you.
>
> Thank you,
> [Your Name]

Four days later:

> " Hello [Recruiter's Name],
> I hope I'm not bothering you. I interviewed for the [Job Position] a few weeks ago and wanted to follow up again on my application status. I would really appreciate an update when you get the chance, as I'm still very interested in the role.
>
> Thank you,
> [Your Name]

Final Follow-up:

> " Hello [Recruiter's Name],
> It's been a few weeks since my interview for the [Job Position], and I haven't received an update. If I don't hear back soon, I will continue exploring other opportunities. However, I'm still very interested in joining your team, so if I'm not a fit for this role, I'd appreciate being considered for future openings.
>
> Thank you,
> [Your Name]

Final offer

After the company extends their initial offer, you'll need to decide whether or not to accept it or negotiate for a higher salary or other benefits. Feel free to ask for a day or two to make your decision ??

More Resources

Seeking jobs

- [Indeed ?? | ??????](#)
- [ZipRecruiter Ireland](#)
- [LinkedIn™ Job Search](#)

Job preparation

- [Interview tips from Google](#)

Interview questions

- [Cybersecurity interview questions](#)
- [General interview questions](#)

AI Resume

- [Reactive Resume](#) - A free and open-source resume builder that simplifies the process of creating, updating, and sharing your resume.
  - Doc: [Reactive Resume | Reactive Resume](#)
- [kickresume](#) - AI Resume Builder
- [Resume-Matcher](#) - is an open source, free tool to improve your resume.
- [Magic-Resume](#) - free online AI resume editor