A woman with dark, curly hair is smiling broadly and shaking hands with a man whose face is blurred in the foreground. She is wearing a dark purple blazer over a white t-shirt and a necklace with a blue pendant. The background is a bright, out-of-focus office or meeting space.

Mastering the Art of Interviews: Answering ‘Tell Me About Yourself’

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Why interviews?

Interviews are a critical part of the candidate selection process. It is an opportunity to:

- Talk about work history and accomplishments
- Discuss the best fit
- Evaluate your knowledge
- Assess your skills and understand your motivations

Remember, you are competing against other well-prepared candidates who are putting their best foot forward. Proper preparation will provide you with the best chance for success.

Preparation

Dress properly & Comfortable

Bring copies of your resumé for reference

Make eye contact with the Interviewers

Sit forward and have good posture

Be prepared with research



Understanding the Job Description

What are the minimum educational requirements?

What are the technical skills required? (software, hardware, technology, systems, etc.)

What are the supervisory, management, or leadership experience requirements?

Do you have comparable skills/experiences?

What are the required years of experience?

What areas of knowledge are required?

What are the key words in the job description?

What are the highly desired, but not required skills/experiences?

How your background match with the job requirements?

Primary Responsibilities:

- Troubleshoot complex electro-mechanical assemblies using **assembly tools, manuals, and drawings** in an aerospace environment.
- Basic to complex **assembly; familiarity with power tools, soldering, pliers, rivets, wrenches, & gauges.**
- Meet internal and external **customer deadlines** as determined by team.
- Build parts that meet **drawing specifications.**
- Align and balance new equipment after installation.
- Comply with applicable elements of quality systems (Familiarity with **ACE or Six Sigma**).
- Understand and use computer tools such as **SAP** and accurately follow work instructions.
- Complete **set-up, calibration, and testing** of all final assemblies, mechanical components.
- Participate in **cost reduction and waste minimization.**
- Basic understanding of **AutoCAD.**

Sample Questions

- Describe your experience working with design drawings in an assembly and repair environment?
- What specific tools have you used in the past in a manufacturing facility?
- What kind of minor repairs have you had to make in the manufacturing environment?
- Tell us of a time when you had a change in delivery timelines. What did you do to meet that goal?
- Talk about how your experience with ACE, Six Sigma, or other continuous improvement programs.
- Talk about your knowledge of SAP and what functionalities you have used in your work?
- What have you actively done to help with cost reduction in the assembly environment?
- Tell us of a time when you had to make edits or clean up drawings in AutoCAD?

Practice

Note Your Fit

Write down all your skills and experiences matching the job description

Provide Examples

Talk about your skills, where you used them and how much time you have using your skills

Highlight Accomplishments

Discuss how you improved processes, saved money, reduced timelines, made a difference, led a group, etc

Note Your Deficiencies

Write down all skills and experiences you do **not** possess but are listed in the job description

Highlight Related Skills

Discuss your skills related to software, technology, or system, and how are they relate the requirements

Be Open to Learning

Demonstrate your willingness to learn, grow, and thrive with constructive criticism

Mastering an Interview

A woman with long dark hair, wearing a blue blazer over a striped shirt, is smiling and shaking hands with a man in a blue suit. They are sitting at a desk with papers on it. The background is a bright, modern office setting.

- Ask for Feedback
- Research
- Practice
- Have questions
- Utilize STAR Concept
- Get in the Right mindset
- Be confident and Calm
- Visualize your success
- Firm Handshake
- Prepare an Introduction

STAR CONCEPT

Use to describe your work experiences as well as answering an interview question.



- What was happening?



- Describe **YOUR** responsibilities in the situation



- What were **YOUR Actions** to solve or improve the situation?



- What is the results of **YOUR** actions?

Tell us of a time when you had to work with an employee who was not meeting their goals?

Situation

Employee A was new to the organization was not meeting daily goals but would leave early every day.

Task

As assembly lead, it was my responsibility was to ensure that new employee delivered 5 units per hour.

Action

I scheduled end-of-shift meetings with him each day to talk about his output and offered to spend time after work to train.

Result

He was grateful for the feedback and was able to meet his hourly and daily averages.



Tell me about yourself

-
- Know your audience
 - Concise Answer (>2 minutes)
 - Be passionate
 - Describe yourself from a professional standpoint
 - Past, Present & Future
 - Emphasize on your strengths
 - Keep it Positive
 - Demonstrate you can communicate clearly and effectively
 - **Why are you THE candidate!**

Weaknesses & Strengths

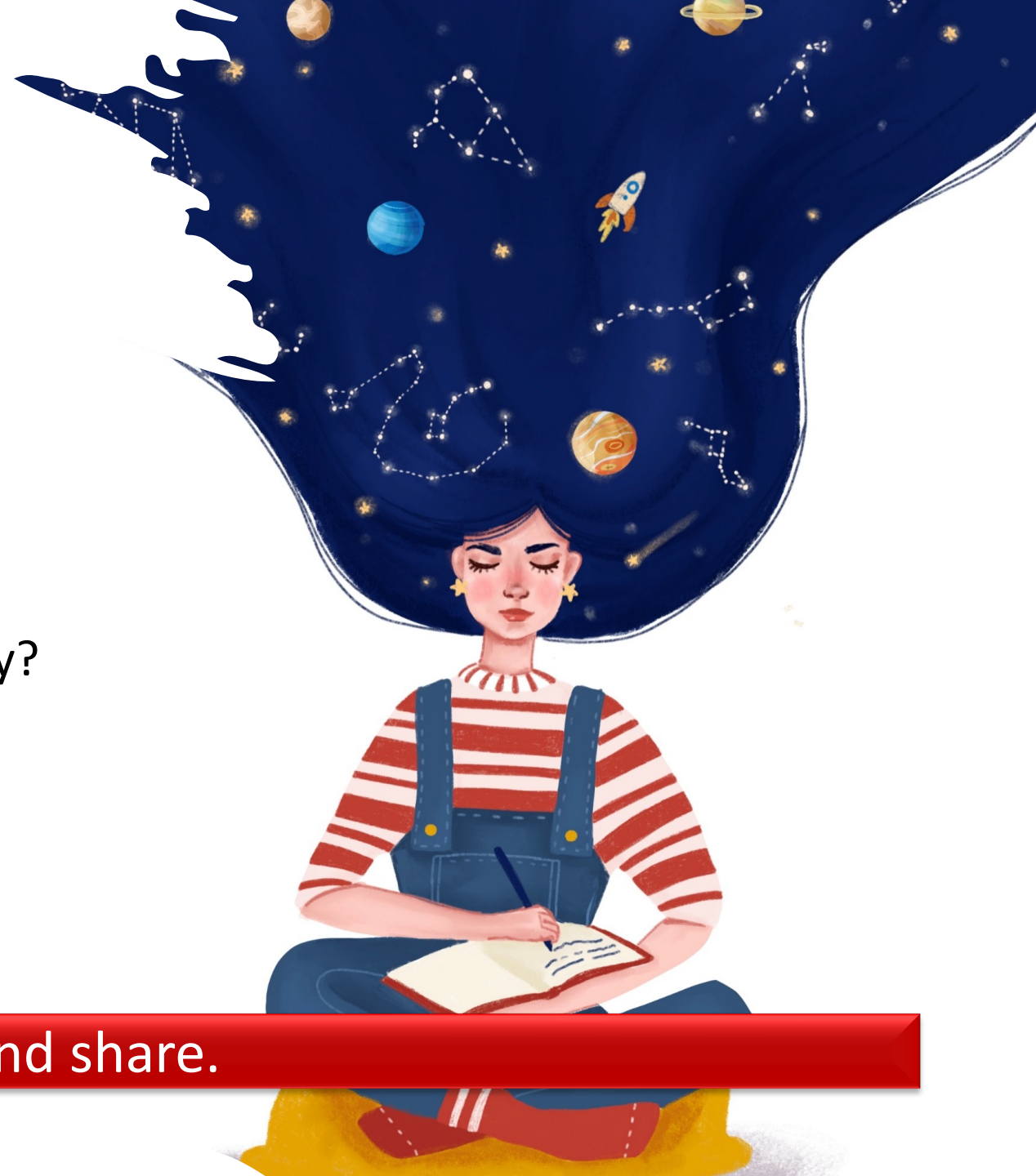
- Self reflect
- Identify your weakness & strengths
- Ask for Feedback
- Trouble saying “no” to others
- Difficulty asking for help
- Maintaining a work life balance
- Unable to let go of projects



Exercise

- What is your background?
- What is your work ethic?
- What are you looking for in a job/Company?
- What are your weaknesses and strengths?

Answer and share.





DO's

Talk about
what YOU did

Dress Properly

STAR concept

Stay Calm

Highlight your
strengths

Have Mock
interviews
prior

Be mindful of
body language

Be confident

Be detail and
concise

Ask questions

Highlight your
skills

Evaluate
Culture

Be You!

Behavioral Questions – Tell me of a time when you...?

- Tell us of a time when you had to work with a difficult supervisor or manager to accomplish a task. How did you accomplish it?
- Tell us of a time when a deadline was moved up by your manager or a customer. What was the outcome?
- Describe a time when you had to persuade your manager that they were wrong about an issue.
- Talk about a time when you received criticism because of a shortcoming? How did you handle it and what was the outcome?
- Describe a time when you made a significant mistake at work. How did you turn things around?
- Tell us about a time when you went above and beyond to service an internal or external customer?
- Talk about a time when you had a team member who you were not able to get along with. How did you ensure that your quality of work did not suffer?

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Ask and provide feedback.

Interview the Interviewer

How soon are you looking to hire?

What is your greatest pain point?

How do you help you team members grow professionally?

How will you measure success in this role in the first 6 months or 12 months?

What are the opportunities for advancement with this role?

What are the most challenging aspects of the job?

How would I collaborate with you (hiring manager) daily?





Be confident!
Know your worth!
Be yourself!

