



HIRING PROCESS OVERVIEW

CAREER SERVICES

PHASE 1: PHONE OR ZOOM INTERVIEW

Purpose: The phone interview is an initial screening process to make sure that you meet the basic qualifications for the role that you applied for

Tips to Prepare:

- Research the company and the role
- Find a quiet space and speak clearly and confidently
- Keep your résumé and job description near by for easy reference
- Practice answering common questions like:
 - Tell me about yourself
 - Why are you interested in this position?
 - What are your strengths and weaknesses?
- Prepare a few questions that you can ask the interviewer
- Send a thank you email afterwards

PHASE 2: SUPERVISOR OR PANEL INTERVIEW

Purpose: Allows for multiple interviewers to assess your fit for the organization

Tips to Prepare:

- When asked situational questions use the PART method to structure your answers
 - Problem/Situation: Give context to the situation you're describing
 - Action: What steps did you take to resolve the issue or manage the situation?
 - Result: What was the outcome from the actions that you took?
 - Take Away: What did you learn from this situation?
- Take brief notes and engage with everyone at the interview
- If you need more time to think, you can say "That is a great question, let me take a moment to gather my thoughts."
- Send a thank you email afterwards

PHASE 3: IN-PERSON INTERVIEW WITH TEST OR PRESENTATION

Purpose: Employers use this stage to assess your problem-solving abilities, communication skills, and technical knowledge

Tips to Prepare:

- For a presentation
 - Clarify expectations (length, format, audience, etc.)
 - Use engaging visuals but avoid cluttered slides
 - Practice timing and prepare for any questions you may receive

- For a skills test
 - Review any key skills for the position that may be assessed
 - Ask for clarification if unsure about any aspect of the test
- Dress appropriately
- Arrive 10-15 minutes early
- Bring a notebook and extra copies of your résumé
- Be confident and authentic, if you do not know the answer to a question, explain your thought process for how you would find a possible solution

PHASE 4: OFFER/NEGOTIATION

Purpose: Ensure that you are receiving fair compensation and benefits aligned with your needs

Tips to Prepare:

- Research salary expectations, websites like Glassdoor, will be helpful in determining these expectations
- Express enthusiasm before negotiating: remain professional and appreciative
- Request more time to evaluate the benefits package (3-5 business days)
- Suggest your own counter offer and politely negotiate from there

ADDITIONAL TIPS

How do I manage my nerves?: Practice your interviewing skills will help calm your nerves. Career services offers practice interviews and salary negotiations. There are great online resources to practice mock interviews. Practicing relaxation techniques will also be helpful in calming your nerves.

Virtual Interview Etiquette:

- Test your technology: camera, microphone and internet connection before the interview
- Choose a well-lit, quiet area with minimal distractions. Try to have an empty background, free of any posters or pictures
- Dress professionally, just as you would for an in-person interview
- Maintain eye contact by looking at the camera instead of the screen



MAKE AN APPOINTMENT WITH US!
WE ARE HAPPY TO HELP

HAVE MORE QUESTIONS? CONTACT US!

 careers.unomaha.edu

 careers@unomaha.edu

 402.554.3672

 Eppley Administration Building 113