

## **ANG Interviewing 101**

### **Before the Big Day**

- Remember the 6 Ps: Proper Prior Preparation Prevents Poor Performance....you must prepare well!
- Uniform/appearance should meet standards. Prep uniform early IAW AFI 36-2903. Get a buddy check.
- Do your homework. Know job/unit details, what job entails & career field options to serve at next rank.
- Practice report in/report out procedures. Visit interview room beforehand to know your surroundings.
- Prep answers to the questions below by writing them down in detail; practice giving them out loud.
- Highlight the top three things you really want to say in the interview, and work them into your answers.
  - Ex: I will discuss my 1) leadership style 2) technical competence 3) belief in AF's Core Values

### **"Game Day": The Interview**

- You should focus on connecting to board members on three levels:
  - **Ability** (I am qualified and able to do this job/perform at this rank)
  - **Interest** (I want this job/the responsibility of this rank; I'm committed to the organization)
  - **Rapport** (I'm a good interpersonal fit for the unit; I'm a great person to work with/for)
- Timeliness is key. Arrive early to your board. Also, limit answers to 2-3 minutes each (don't ramble).
- Answer the question! Be absolutely sure to answer the question you're asked; don't dodge questions.
- Eye contact. Look at everyone. Start and finish by looking at the person who asked you the question.
- Enthusiasm. Your delivery matters. Your verbals/non-verbals should say, "I want to be here!"

### **"Know Thyself" Questions**

- Tell me about yourself. (**Brief** synopsis of your career showing goals/accomplishments; 3 minutes max)
- What are your strengths? (Prep three; should fit job/rank you're interviewing for; explain why it is one)
- What are your weaknesses?
  - Prep two; should NOT be a key component of the job/position you're interviewing for
  - Qualify the weakness: "There have been times..." then state what you've done to improve it
- Why are you applying for this job or what are you looking forward to most about this promotion?
- What have you gained from your time in the military?
- Why did you choose to join (and/or stay in) the ANG?
- Why did you choose \_\_\_\_\_ career field?
- If given the choice, what are your preferences? (for next job, location, potential work schedule, etc.)
- What is your leadership style?
- Tell me a few things you have learned, good or bad, from your past leaders. (Watch being too negative)
- Tell me about a person who has been a great influence on you professionally in your career.
- What are your Short Term Goals (3-5 years)? (Prep 3 goals)
- What are your Long Term Goals (15-20 years)? (Prep 3 goals)
- Do you micro-manage? (Ex: occasionally, but only when timeline is tight and failure is not an option)
- How do you feel about being a team player?
- How do you feel about punishing a subordinate for the same offense(s) you committed as a Lt/Airman?
- Why should we hire/promote you?

### **“Accomplishment” Questions**

- Outline your top 10 accomplishments; ID examples for use on process/methodology questions below.
  - Accomplishment is the attainment of a goal or objective; answer questions with **BCAR**:
  - **BLUF** (Bottom Line Up Front) accomplishment sentence, “I developed a new aircraft inspection process that reduced downtime by 20% and increased weekly sortie rates.”
  - **C**ontext. Tell why it was important or difficult. “This was significant for a few reasons...”
  - **A**ction steps. How did you do this? “I did two critical things to accomplish this...”
  - **R**esults. What was the impact of the accomplishment? Expand from BLUF statement.
- What is your greatest accomplishment and to what do you attribute your success?
- Tell me about a failure you had and what you learned from it. (Prep 3 failures to discuss)
  - Failure is non-accomplishment of an objective, nothing more
  - Ensure to always talk about what you learned and how you’d avoid the failure next time
- Tell me about the one of the biggest risks you took and what happened as a result.

### **“Process/Methodology” Questions**

- Give 3-5 step answers showing your approach. Answer what, how, WHY. These test how you think.
- How do you motivate others?
- How do I handle specific people problems (produce long term change in team members)?
- Tell me about a time you convinced a group of peers to buy into your vision.
- How do you build relationships with and/or handle difficult people?
- How do you lead people when you do not have any direct authority over them?
- How do you build a team?
- How do you rebuild a team who has recently experienced a major organizational failure?
- Describe a creative idea you produced that had a significant impact at work and how you executed it.
- Tell me about a complex problem you solved. (or) How do you manage complex projects?
- Tell me about a time you used technology to improve a process.
- Use answers above to prepare for scenario-based questions. Impossible to list all the options here.

### **“The World in Which We Live” Questions**

- What do you see as the AF’s/ANG’s/wing’s greatest challenge right now?
- If you were CSAF (or Wg/CC) for a day, what is one change you would make and why?
- What should be one of our top priorities moving forward as the National Guard/AF/DoD/nation?
- What do you see as one of our greatest threats to national security?

### **“The Close”: Finish Strong**

- Is there anything else you’d like to add? (Let board know of your interest in the opportunity and why)
- What else should we know (or know about you) before making our decision?
- Do you have any questions for the board? (Develop at least three questions to ask if given the chance):
  - What is the biggest challenge you see candidates face in making this (job/rank) transition?
  - What is the next critical milestone in this process?
  - If hired/promoted, would there be a potential opportunity for me to do \_\_\_\_\_?