

# Interview Tips for Candidates

## Interview Questions

During an interview at DTE, you will be asked one or more types of questions below:

- **Behavioral:** Asks for your past examples of skills, behaviors and experience
- **Situational:** Asks what you would do or what they know
- **Job Fit:** Assesses the compatibility of your work preferences, interests, and expectations with the job

When asked for a behavioral or job fit question you will be asked to provide an example with information broken into three parts, see below. For situational questions, you'll be asked for your actions or knowledge.

<b>Background</b> The situation, the problem or your goal.	<b>Actions</b> What <u>you</u> did and how you did it.	<b>Results</b> The effects your actions had on the outcome.
		
<ul style="list-style-type: none"><li>• <i>What were you doing and why were you doing it?</i></li><li>• <i>Provide a specific time and place.</i></li></ul>	<ul style="list-style-type: none"><li>• <i>What did <u>you</u> do? – plan to provide specific details of <u>your</u> actions.</i></li><li>• <i>Spend the most time on this part.</i></li></ul>	<ul style="list-style-type: none"><li>• <i>What was the outcome or result?</i></li><li>• <i>What was the impact of your specific actions?</i></li></ul>

## Interview Preparation

Have someone ask you questions based on the job posting's qualifications. To become more comfortable answering questions from different people, we recommend practicing with a person you don't know very well. If that's not an option, ask a friend, family member, neighbor, or co-worker.

**Below are links to videos to provide you tips on answering interview questions:**



[DTE's BAR Interview Model](#)



[Decision Making & Dependability Behavioral Questions](#)



[Situational Questions](#)



[Job Fit Questions](#)

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Below are some basic Do's and Don'ts for the interview:

Do	Don't
...respond promptly to the request to schedule your interview.	...put off responding to a request to schedule you for an interview as there may be others who will be scheduled instead.
...dress professionally and in line with the position you are interviewing for. We recommend at least business casual for office jobs, and field attire acceptable for jobs in the field and power plants.	...wear t-shirts, torn or dirty or saggy jeans, activewear/gym attire, sweatpants, pajamas, flip flops/slides, sandals, etc.
...plan to arrive 10-15 minutes prior to your scheduled interview time to allow for unplanned issues.	...be late, fail to show up, or fail to contact someone if you anticipate a problem with being on time and keeping your scheduled appointment.
...if interviewing on-site bring your company badge and/or a government issued photo ID. Although it's not a requirement, consider bringing a copy of your resume.	...bring work samples, products, portfolios, etc. unless specifically asked to do so.
...provide specific details of what you did, how you did it, and how your actions influenced the outcome.	...spend too much time on the situation, non-specific examples, what others were doing, or describing events as a third-party observer. The interviewers primarily need to know what you did.
...be honest in your responses and anticipate being asked follow-up questions.	...make up examples or embellish. An interview team that feels you have made up an answer or exaggerated details may disqualify you. It is better to say, "I don't have an example." and come back to the question if time allows.
...emphasize how you solved a problem, worked with others, overcame obstacles, did something above your normal duties, etc. you should provide examples that demonstrate your highest skill level.	...assume it is sufficient to provide only the three parts of a BAR as this alone may not demonstrate the skill level needed for this job and/or be weaker than others who are also being interviewed.
...ask clarifying questions if you don't understand or hear the question.	...assume you'll be "close enough" to answering the question if you just keep talking.

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## **Additional Information**

### **Interview Panel:**

Expect to be interviewed by a panel of two or more DTE employees. In some instances, you may be interviewed by more than one panel of interviewers on the same day or different days.

### **Video Interviews:**

If you're invited to complete a virtual interview requiring the use of computer and teleconference application (e.g., Microsoft Teams), do the following:

- Keep your camera turned on during the entire interview
- Choose a quiet, distraction-free background with good lighting and a blank wall if possible. The presence of other people, pets, or other noises may be distracting to you or the interviewers.
- Use a desktop or laptop with a reliable internet connection. Earphones or a headset can help minimize feedback.
- Ensure you're centered in the frame, at a proper distance, and not at an awkward angle.
- Test your device and connection beforehand by videoconferencing with a friend or family member.