



CANDIDATE TRAINING PROGRAM

The Next Step to a Civilian Career

INTERVIEW PREPARATION

4
MODULE

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Winning an Interview

Transitioning from a military career to a civilian one is a significant life change, and with careful planning and preparation, it can be a successful and fulfilling journey.

RecruitMilitary is here for you every step of the way! If you are preparing for your first interview, or it's been a long time, use this guide to help.

BEFORE THE INTERVIEW

- ✓ Know your resume and be prepared to speak about your experience.
- ✓ Plan to highlight how your military experience translates into the role.
- ✓ Research the company, position, and your interviewer (if possible).

DURING THE INTERVIEW

- ✓ Quantify and take ownership of your accomplishments.
- ✓ Emphasize your translatable skills and stay positive.
- ✓ Actively listen, ask questions, and close strong.

AFTER THE INTERVIEW

- ✓ Follow up with a thank you email.
- ✓ Reflect on what you learned from the interview.
- ✓ Prepare for a second interview.

INTERVIEW CLOSE

Closing an interview effectively is crucial because it leaves a lasting impression on the interviewer and can impact your chances of landing the job.

- ✓ Express gratitude for the opportunity.
- ✓ Recap your interest in the position and company.
- ✓ Ask any remaining questions.
- ✓ Inquire about the next steps and timeline.
- ✓ Thank the interviewer again and exit professionally.

Remember to send a thank-you email within 24-48 hours after the interview.

“Tell me about yourself..”

This is a typical question asked in the interview process. Whether they ask, “What brings you here today?” or “Tell me why you think you’re a good fit for this role,” interviewers are asking you to tell them why you are a good fit for the role.

Most employers want to know what is motivating you to leave the service, especially if you speak about your experiences with fondness. This is your opportunity to explain how your career has led you to interview for this role, at the company, at this time.



HOW TO TALK ABOUT YOURSELF:

- Keep it professional and brief- no longer than 90 seconds.
- Provide insights that support your resume.
- Briefly discuss achievements, skills and trainings that are relevant to the job.
- Explain what you want to accomplish with your transition.
- Speak positively about your experience.

S.T.A.R. METHOD

We recommend using this method to respond to interviewer questions.

Situation ▶ Task ▶ Action ▶ Result

SITUATION	Set the scene and give the necessary details of your example.
TASK	Describe what your responsibility was in that situation.
ACTIONS	Explain exactly what steps you took to address it.
RESULTS	Share what outcomes your actions achieved. QUANTIFY EACH RESULT ACHIEVED BY 1. Money 2. Improvement 3. Safety

SAMPLE INTERVIEW QUESTIONS

Practice answering these questions using the S.T.A.R. method

- What is one of your biggest accomplishments?
- How would you describe yourself as a member of a team?
- Tell me a major problem you recently handled. Were you successful in resolving it?
- What quality or attribute do you feel will most contribute to your career success?
- Give me an example of a time you had to be relatively quick in coming to a decision.
- How do you determine priorities in scheduling your time?

Your Questions

Companies tell us that candidates who ask quality questions appear more committed to the opportunity. Preparing questions before the interview is a great way to to make the best impression possible.

ASK QUESTIONS LIKE:

- How do you measure success in this position?
- Are there growth and development opportunities?
- What projects or objectives are on the horizon for the company?
- Can you give me a 'day in the life' walkthrough of this role?

DO NOT ASK ABOUT THESE TOPICS IN THE FIRST INTERVIEW:

- ✗ Compensation
- ✗ Retirement or medical packages
- ✗ Time off and vacation
- ✗ Relocation or work-from-home policy

If an interview does not have the results you wanted, use it to grow. The interviewer can be added to your career network and be a valuable ally in the future.

As the interview comes to a close, thank the interviewer for their time and follow up in a day with a thank-you note or connection invitation on LinkedIn.

The Final Interview

If you're selected for a final interview, you'll be in regular communication with our team. We will be working with you to arrange schedules, book travel (if applicable), and set an itinerary for the big day.

Starting Your New Job

Once you receive a job offer from a RecruitMilitary partner, we will walk you through the negotiation and acceptance process. **We'll ensure you're successfully connected to your new employer's human resources and onboarding team to navigate starting your new role.**

If at any point during that time your circumstances change, we are here to help you understand your options and make the right decisions for your career. Thank you again for working with RecruitMilitary in your job search!



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