
A Junior Officer's Guide to Interviewing

Prepare for success in your next AIM 2.0 interview



THE CENTER FOR
JUNIOR OFFICERS

INSPIRE. DEVELOP. INNOVATE.

Curriculum Vitae



Resume

Resume

Summary

Software Engineer with strong performance, functional, and leadership and motivational, resulting project issues.

Skills Highlights

- Software development
- Performance metrics optimization
- Leadership
- Teamwork

Software Engineer

OBJECTIVE

Directed Lab Environment

EXPERIENCES

Date Position Title Company Name

List job dates
List skills gained at job
List accomplishments performed at job

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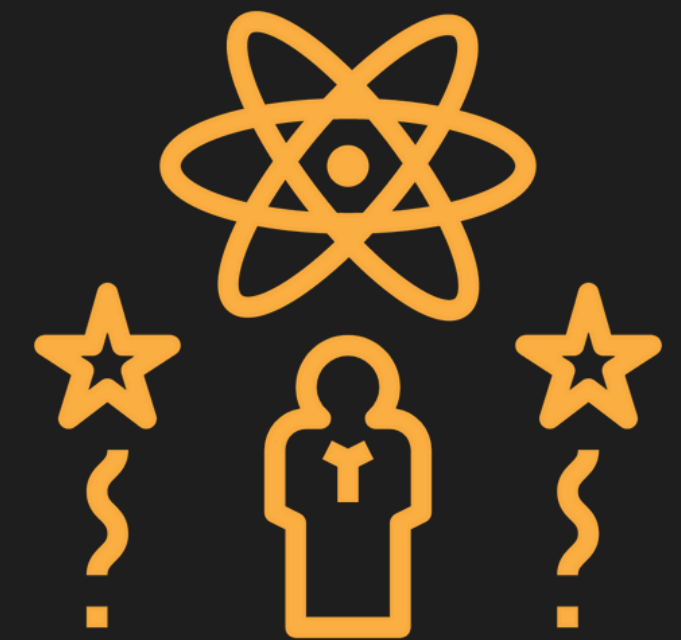
Date Position Title Company Name

List job dates
List skills gained at job
List accomplishments performed at job

What are they looking for?



Competence & Warmth





You may not have to interview

Your AIM 2.0 resume is important and will get your foot in the door,
but your interview can win or lose you the job



Why Interviews?

An interview allows a unit to assess if your skills, experience, and personality meet their requirements - for both the job and the organization as a whole

An interview also allows you to determine if the organization and position you're applying for meet your needs and wants

The process will vary!

But there are some general tips that will help in most situations



It's a Process

You can look at the interview process as a three phased event

Pre-Interview

You've made a good enough impression to get an interview. Set the stage for success.



Interview

How to WOW them during the actual event



Post-Interview

Close things out right and set yourself apart





**The interview may begin
before you realize it**

Do your unit research

Check the web and social media, talk to current or former unit members. Know mission, current events for unit (may have to look at one level up or down to get a good picture)

Do your job research

Know what job you want and why. Are there prerequisites?

Send a note

Think of this like a cover letter to your resume. Show your interest and *briefly* explain why you're a good candidate. POCs will vary but start with the XO

Rehearse your interview

Winging it won't work. You may think you're smooth - others are smoother - because they rehearsed (and did better research)

Confirm details

Verify phone number/comms check, confirm location and route, confirm uniform. If possible, confirm who will be interviewing you (especially if more than 1 x person)

Pre-Interview

Critically important for not blowing your chance

Make a good first impression

Be on time and prepared; Try to remember the names of those interviewing you (if more than one) and use them when possible. Eye contact and positive emotion - it's about warmth/likability

Be focused in your responses

Answer the question and don't ramble. if you don't know...say you don't know!

Demonstrate self-awareness

Temper confidence with modesty

Show you're going to be a good teammate

Make it clear you're someone these people want to work with

Prepare insightful questions

Ensure these aren't answered easily by simple research. Use them to show you've done your homework and know what YOU want out of the job and unit

Interview

Now your preparation pays off.

Interview

A deeper dive



In person

Be relaxed/comfortable in chair

Eye contact; don't focus on just one person

Arrive early (but you don't have to sit in the lobby/waiting area)



Virtual

Plug in your laptop

Restart ~90min prior to start - \$!@!! updates!!!!

Have notes handy (off screen)

Prep your background

Check out your lighting



Phone

Have notes handy

Fully charged phone



Be prepared for a second interview

Confirm method of interview and do a comms check

Send a thank you note

Email at a minimum, hand written is nicer. And not just to the Commander - remember those gatekeepers!

Post-Interview

You might not be done quite yet...make sure you leave a final good impression.

Know the unit ◀

Understand its history, mission, some current events (see social media!)

Be polite to everyone ◀

Gatekeepers also influence the decision maker's impression of you!

Be authentic ◀

Be yourself. And don't tell the interviewer what you think they want to hear

Be honest ◀

Don't tell the unit they're your #1 choice if they're not. Be forthright in what you want to join the team (location, short queue, etc.)

Know your interviewers ◀

Review their profile on LinkedIn, read anything they've written. Get to "know them" before the interview as best you can

Ask for what you want ◀

People aren't mind readers. Know the position you're interested in and be able to explain why

Do these things

Some things that should help your chances



Don't do these things

Avoid these common mistakes



- ▶ **Don't assume your file speaks for itself**
 - Highlight your strengths and points that demonstrate your fit with the job and the team
- ▶ **Don't be arrogant or overconfident**
 - If asked to self-evaluate, think hard about your assessment
- ▶ **Don't disparage others**
 - The Army is a surprisingly small place
- ▶ **Don't overcommunicate prior**
 - 1 or 2 emails / note is enough. Don't over do it



- Reach out. "The officer who does more than build a resume and rank preferences, the one who reaches out with questions and wants to discuss if they'd be a good fit for our unit...they go to the top of the "consider" pile
- Don't tell me what you think I want to hear

Advice from the field

Tips from those who have recently conducted interviews





- Tell me about yourself
 - *Don't simply go over your resume here. They can read!*
 - *Do consider some "storytelling" tips (see CJO website)*
- What do you know about our organization?
- Why do you want to join our team?
- Why do you want this position?
- How have your experiences prepped you for this position?
- What excites you about this job the most? The least?
- What are your strengths?
- What are your weaknesses?
 - *Don't try to be cute and make a weakness a strength*
 - *Have ideas how you can address your weaknesses*
- What questions do you have of us?
- Is there anything else you'd like us to know?

Sample Questions

Actual prompts from leaders in the field. You should have polished responses to these questions (i.e., practice these with a friend!)



**You may also want to have
a writing sample**



Share your experiences with us!

Some additional info you might find helpful

TELL ME ABOUT YOURSELF

<https://hbr-org.cdn.ampproject.org/c/s/hbr.org/amp/2019/08/how-to-respond-to-so-tell-me-about-yourself-in-a-job-interview>

STORYTELLING AND JOB INTERVIEWS

<https://www.themuse.com/advice/5-steps-to-turning-any-interview-answer-into-a-memorable-story>

WHAT'S YOUR BIGGEST WEAKNESS

<https://www.inc.com/minda-zetlin/adam-grant-biggest-weakness-interview-pitch-authenticity-honesty.html>

THE ONE QUESTION YOU SHOULD ALWAYS ASK

<https://www.cnbc.com/2017/07/24/adam-grant-the-1-question-you-should-always-ask-at-a-job-interview.html>

4 WAYS TO FOLLOW UP AFTER A JOB INTERVIEW

[HTTPS://HBR.ORG/2020/11/4-WAYS-TO-FOLLOW-UP-AFTER-A-JOB-INTERVIEW](https://hbr.org/2020/11/4-ways-to-follow-up-after-a-job-interview)





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Social Media

