



# Candidate Interview Tips and Suggestions

Mahalo for your interest in employment opportunities with Kamehameha Schools. In preparation for your interview, we would like to provide you with a little information about Kamehameha Schools and some quick tips for a successful interview.



## Research KS & Review the Job Description

- Research Kamehameha Schools' history, mission & organizational culture by visiting: [https://www.ksbe.edu/about\\_us](https://www.ksbe.edu/about_us).
- Understand the job description and how it aligns with your skills, abilities and competencies.



## Interview Questions

- Anticipate a variety of questions to include behavioral and situational questions.
- Ensure responses are clear and concise.
- Ask clarifying questions and ensure sufficient response.



## Interview Attire & Final Tips

- Dress in professional attire.
- If possible, bring printed copies of your resume and a notebook/pen.
- Arrive not more than 5-10 minutes early.
- Speak to your interest in KS and share how your skills and experience directly align with the needs of the position.



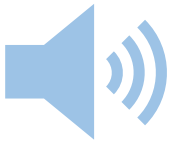
# Tips and Suggestions for Virtual Interviews



Find a quiet, well-lit space free of distractions (turn off television, set phone to silent, etc.). Ensure your background is simple and appropriate.



Ensure your internet connection is stable.



Test your audio, camera and screen prior to your interview by calling a friend.



Conduct a practice session or mock interview. This will help you prepare and feel more comfortable in front of the camera.



Look at the camera, not the screen, and SMILE!



Monitor your body language, using facial expressions to show you're engaged and hand gestures when appropriate.



Send a mahalo email to your interviewers.