

INTERVIEWING

Before the Interview



Step One: Knowing Yourself

- ◆ What skills do you have and like to use? Take into account skills from all aspects of your life-work, internships, education, activities, community service, volunteer work
- ◆ What interests you? What are you passionate about? What issues are important to you?
- ◆ How would you describe your ideal job?
- ◆ What are your goals, both short and long term?
- ◆ What type of work environment do you prefer?

Step Two: Knowing the Employer

- ◆ Research the organization through the web, library, and any other contacts
- ◆ Learn about the position's job responsibilities
- ◆ Brainstorm some questions to ask the employer about their organization's environment

Step Three: Knowing What Questions to Ask the Employer

Prepare questions beforehand to ask the employer at the end of your interview. These questions will convey your interest and enthusiasm.

Some example questions include:

- ◆ Describe a typical work day
- ◆ What is your favorite part about working for this organization?
- ◆ Describe the work environment
- ◆ What is the retention rate of this department/company for which I am applying?
- ◆ Are there any opportunities for professional development?
- ◆ What led you to your current position?



The Actual Interview

Reminders and Helpful Tips:

- ◆ Dress in a professional, conservative and neat manner
 - ◆ Men: a well-tailored suit, conservative tie, polished shoes
 - ◆ Women: a well-tailored suit with minimal makeup and jewelry
 - ◆ Keep cologne to a minimum or don't wear it at all, it can distract the interviewer.
- ◆ Review your resume and work history so you are ready to speak about both
- ◆ Arrive 15 minutes before the interview
- ◆ Bring extra copies of your resume
- ◆ Smile, take a deep breath and relax. It helps you to be comfortable so you can focus on the interview and be yourself
- ◆ Beware of your eye contact, gestures, posture and hand movements
- ◆ Beware of using slang expressions or improper grammar

Examples of Standard Interview Questions:

- ◆ What are some of your strengths and weaknesses?
- ◆ Tell me about your internship/job at "X" organization?
- ◆ How would you describe yourself?
- ◆ What do you know about our company and the position for which you are applying?
- ◆ Tell me about your major and coursework and how they would relate to this position?
- ◆ What have been your favorite and least favorite courses?
- ◆ What made you interested in this company and position?
- ◆ Describe some past leadership experience



Let a Career Services staff member assist you! Call the number below to make an appointment or stop by our office. Can't get on our calendar? E-mail your cover letter draft to careers@cua.edu & a staff member will review it. Please allow a 48-hour turnaround period.

What is Behavioral Interviewing?

The Behavioral Interview is quickly becoming one of the most popular ways to interview potential employees. In this style of interviewing, the interviewer will ask you to reflect upon your previous school and work experiences, and take you through a detailed and thorough account as to how a specific situation was handled.



The key to the successful behavioral interview is in your ability to describe detailed work situations that are directly related to the possible job position.

To keep you focused and on track for your behavioral interview, conduct a **STAR** analysis:

S = name a **SITUATION** facing you or

T = a **TASK** you had to complete

A = describe what **ACTION** you took

R = tell the **RESULTS** of your actions

Don't have an immediate answer or response?

- ◆ Never be afraid of silence, always take a few moments to gather your thoughts before answering a question.
- ◆ If you're uncertain of how to answer a question, ask to have it repeated or the opportunity to answer it at the end.

Examples of Behavioral Style Questions:

- ◆ Describe the biggest challenge you've had in your last job or internship and how you handled it.
- ◆ Summarize a situation where you had to generate a new idea or suggestion at work or school and tell me how you got this idea implemented. What was the outcome?
- ◆ Describe a situation where you had to work with a difficult boss, professor or other person. How did you successfully interact with this person?
- ◆ Describe a situation when you had many projects due at the same time. What steps did you take to get them all done?



After the Interview

Following up

- ◆ Take notes right after your interview is finished and use them to remind yourself of what was discussed in the interview
- ◆ Within 24-48 hours send a thank you letter to the interviewer(s) expressing:
 - ◆ Your appreciation for the interview
 - ◆ The opportunity to learn more about the company
 - ◆ Reaffirm your interest and enthusiasm about the position and qualifications
 - ◆ Email is appropriate if there is a quick turnaround time to fill the position
 - ◆ A written thank you is always preferred
- ◆ Review your performance at the interview and think of anything you can do in order to improve in the future
- ◆ If you receive an offer, inform and thank everyone who helped you in the process
- ◆ If you do not receive an offer, follow up with the interviewer(s) to discuss what you could do to improve your next interview performance

