



Be Prepared for Interviewing

1. Research the Job

Title of Position

Use their website, Linked-In, and networking to find out the culture of staff and the employer.

I noticed this organization seems...

Write your notes

2. How to Answer Interview Questions:

Develop 4-5 specific examples of your fit

List job qualification from job posting

Step 1

SITUATION:

Describe a challenge you faced

Step 2

ACTION:

Explain action you took to resolve it

Step 3

RESULTS:

Detail the beneficial and positive outcomes

Example

Analytical Skills

Step 1

SITUATION:

As Treasurer, I noticed funds were missing

Step 2

ACTION:

Reviewed transactions, missing amount and date and brought it to supervisor's attention

Step 3

RESULTS:

Updated procedure for submitting transaction approvals

Your turn

Position Qualification...

Step 1

SITUATION:

Step 2

ACTION:

Step 3

RESULTS:

3. Identify what you uniquely bring to the table

Example

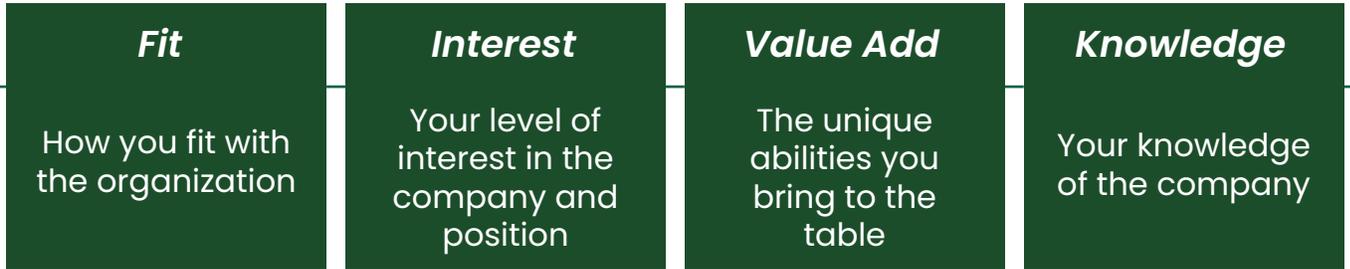
Unique ability to establish trust with others quickly

Your turn

Visit with friends, past employers, and family to help identify your unique value.

Answering Interview Questions

These are key points employers are looking for in your answers to the interview questions:



Example Questions:

1. Tell us about yourself
2. What personal or professional abilities are you most proud of?
3. What do you know about your company?
4. Walk us through a situation in which you had to research and analyze the results for one of your projects?
5. Why do you think this position is a good fit for you?

Prepare Questions

Be prepared to ask the interviewer questions that demonstrate your understanding of their industry, the position, and the organization



Research shows applicants who did practice interviews were **40%** more likely to be offered a position

Dress for success. Visit the CSU Career Center's website to find information on securing career attire.

Thank you notes. Hand-write or e-mail thank yous to key interview individuals immediately after the interview

