

Your Guide to Interview Success

Before Your Interview:

- Set up a mock interview at the Center for Student Careers and Employment
- Triple check the date, time and location of your interview and who you are meeting with
- Review the job description
- Research the company by checking out their website
- Plan what you will be wearing (this should be appropriate for the position you are applying for)
- Get a good nights sleep the night before your interview
- Arrive early, about 10-15 minutes is acceptable
- Bring extra copies of your resume with you

Develop Your Elevator Pitch

Your elevator pitch can help you answer the question the interview question: Tell me about yourself.

- Explain your status or situation. Are you a student? Recent graduate?
- What are your experiences and qualifications?
- Make a connection between your skills and the job you are applying for.

Common Interview Questions

Describe a situation in which you had to work with a difficult person. How did you handle this situation?

What are your strengths and weaknesses?

Why do you want to work here?

What qualities do you possess that make you a good fit for our company?

Tell me about your biggest professional accomplishment.

Why should we hire you for this position?

Questions to Ask at an Interview

- What other attributes do you look for when hiring?
- What are the qualities of your top employees?
- How are employees evaluated or promoted?
- What is the best thing about working for this company?

At the Interview

- Be courteous and friendly to everyone you see
- Firmly shake all interviewers' hands, state your name
- Wait until asked to be seated or until all interviewers are seated
- Maintain good posture

After the Interview

- Send a thank you note to your interviewers via e-mail

The STAR Technique

Use the Star Technique to answer behavioral based interview questions. Star stands for State, Task, Action and Result. State is where you restate the question that was asked. Task is where you describe your task in the scenario or situation. Action is where you describe the action used to complete the task you just described. Result is where you explain the results of your tasks and actions.

Here is an example of the STAR Technique.

Interview question: Tell me about a time when you had to deal with a difficult customer.

State: A time when I had to deal with a difficult customer was when....

Task: I was working at Target as a Sales Associate and a customer was very upset that the store did not have a particular product they needed in stock.

Action: I remained calm in this situation and listened to the customers request. I proposed ordering the product through the Target website.

Result: I provided the customer with free shipping on the product and expediated shipping so it would arrive in 1-2 business days. The customer really appreciated this solution and thanked me for taking the time to solve their problem.

Dress for Success

A good rule of thumb when dressing for an interview is to dress one step above what people normally wear in this position that you are interviewing for.

Wear neutral colors including black, navy, gray and tan.

Remember to:

- Plan out what you will wear on your interview
- Wear clean pressed clothes
- Have a groomed appearance (hair and facial hair)

What NOT to wear:

- Flip flops or sneakers
- Shorts or jeans
- Ill fitting clothing (too tight or too baggy)
- Excessive perfume or cologne
- Low cut blouses or short skirts
- Graphic t-shirts or hoodies

Business casual dress includes:

- Khaki or cotton pants and skirts
- Sweaters, blouses, button down or polo shirts
- Flats or low-heeled shoes
- Leather shoes and belt
- Solid or neutral colors

Professional attire includes:

- Skirt or pants suites
- Suits with a colored shirt
- Coordinating blouses
- Coordinating tie
- Moderate shoes
- Dark socks and professional shoes
- Limited jewelry