

# INTERVIEW GUIDE

## Before

- Research and understand the organization and position
- Know the interview type, agenda, and dress code
- What are the three skills that make you stand out? Conduct a mock interview with a career counselor and utilize Big Interview

## During

**Arrival:** The interview begins when you arrive and doesn't end until you leave.

**Introduction:** Greet interviewer(s) with a firm handshake and smile, maintaining good eye contact.

**Interview Overview:** Interviewer may describe position, organization, and interview layout.

**Question and Answer:** Here is your chance to show the skills you bring to the organization. Be sure to have questions for the interviewer, too.

## After/Follow-Up

- Keep track of interviewer(s)' contact information and any other relevant information
- Send emailed or handwritten thank-you letter to interviewer(s) ASAP

## Can You Answer:

- Tell me about yourself
- Why are you interested in this position
- Describe a time you organized and planned a major project and what was the result
- Tell me about a time you failed
- What are your strengths and weaknesses
- Do you have any questions for me

## Do You Know How to Answer Behavioral Questions?

**Situation:** Organization, your role, problem/event

**Action:** What did you do?

**Results:** What positive impact did your actions have?

## Before You Go...

Make sure you have these items!

- Pen and something to take notes on
- Copies of your resume/references
- Interviewer's name and contact information
- SMILE!

