1. Research the Job

Title of Position: [Blank]

Use their website, LinkedIn, 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

Example: Analytical Skills

SITUATION: Describe a challenge you faced
ACTION: Explain actions you took to resolve it
RESULTS: Detail the beneficial and positive outcomes

As Treasurer, I noticed funds were missing
Reviewed transactions, missing amount and date and brought it to supervisor’s attention
Updated procedure for submitting transaction approvals

Position qualification...

Step 1 SITUATION:
Step 2 ACTION:
Step 3 RESULTS:

your turn

3. Identify what you uniquely bring to the table (Value-Add)

Example: Unique ability to establish trust with others quickly

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

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

<table>
<thead>
<tr>
<th>FIT</th>
<th>Interest</th>
<th>Value-Add</th>
<th>Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>How you fit with the organization</td>
<td>Your level of interest in the company and position</td>
<td>The unique abilities you bring to the table</td>
<td>Your knowledge of the company</td>
</tr>
</tbody>
</table>

EXAMPLE QUESTIONS
1. Tell us about yourself?
2. What personal or professional abilities are you most proud of?
3. What do you know about our 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.

<table>
<thead>
<tr>
<th>Examples</th>
<th>What do you think would be my biggest challenge in this position?</th>
<th>What are the attributes of the ideal candidate for this position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do you measure success in your company?</td>
<td></td>
<td></td>
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</tbody>
</table>

OTHER?’s

40%

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

Dress for Success
Visit CSU Career Center on Pinterest for examples on how you can dress for success.

Thank You Notes
Hand-write or e-mail a thank you to key interview individuals immediately after the interview.

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