



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 actions 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 (Value-Add)

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

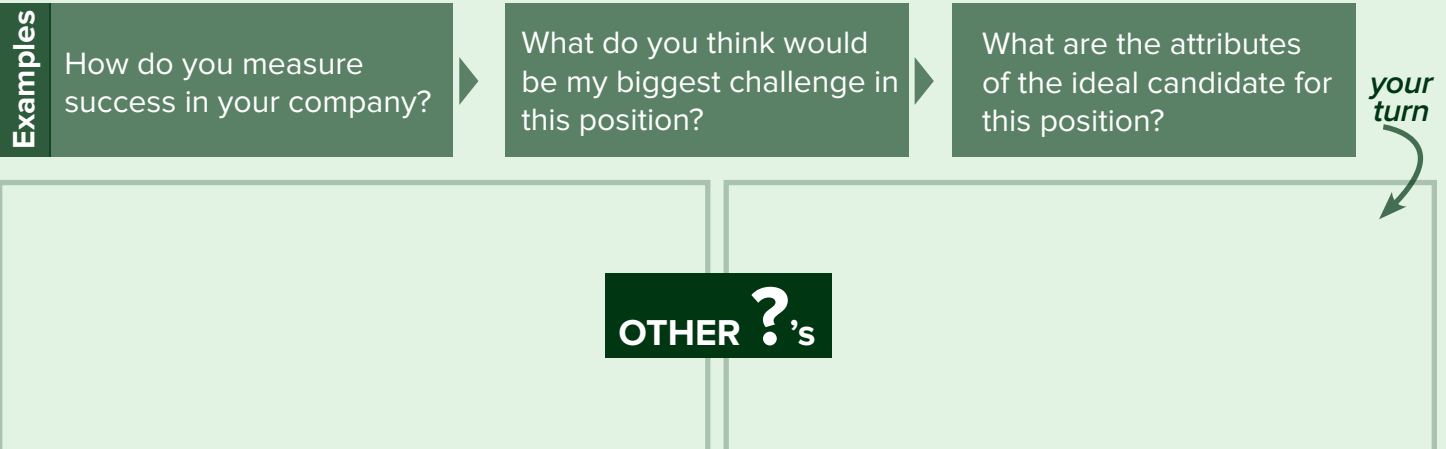
FIT	Interest	Value-Add	Knowledge
How you fit with the organization	Your level of interest in the company and position	The unique abilities you bring to the table	Your knowledge of the company

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



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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