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..**

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

   - **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

- **Examples**
  - How do you measure success in your company?
  - What do you think would be my biggest challenge in this position?
  - What are the attributes of the ideal candidate for this position?

**OTHER ?'s**

- Be prepared to ask questions that show your understanding of the industry, the position, and the organization.

**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.

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