

INTERVIEW GUIDELINES

SIUE CAREER DEVELOPMENT CENTER

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PREPARE FOR YOUR INTERVIEW

- Research the potential employer and know how you can benefit them and the skills that you have to offer.
- Review your resume and reflect on your own experience, what do you want the employer to really understand about you after the interview is over? What makes you different than other potential applicants?
- Study the job description that you are interviewing for!
- Prepare your introduction; Include your educational background, experience and specifically why you were interested in the position.
- Know where you are going! Is the interview on-site? Virtual? Plan ahead for time.
- Make a mock interview appointment with a Career Counselor to practice!

DRESS TO IMPRESS

- Dress professionally and always assume business professional dress is acceptable, unless otherwise noted by the employer.
- If you do not have business professional attire, make an appointment to visit the Cougar Career Closet where you can be provided with business attire of your choice.

ITEMS TO BRING

- Professional copies of your updated resume used to apply for the role.
- List of professional references.
- A copy of the job description.
- Pen and professional note pad.
- Always bring a face mask regardless of vaccination status.
- Optional: Hand sanitizer.

THE INTERVIEW

- Arrive for the interview 10-15 minutes ahead of time and remember the interview begins as soon as you arrive.
- Follow the interviewer's lead when shaking hands or communicate your comfort level politely.
- Relax, think positively and focus on what it would be like to work for this employer.
- Be aware of your non-verbal communication - maintain good posture, make eye contact.
- Do not hurry your responses but do communicate with confidence about your accomplishments and potential.
- Prepare questions to ask the employer. Make sure these are questions that are important to you and not questions you could research the answer.

POST INTERVIEW

- Make sure to get the contact information from everyone involved in the interviewing process.
- Follow up with a thank you note (handwritten) or thank you email.
- Re-emphasize your strengths.
- It is okay to follow up on the process after 10 business days.

INTERVIEW QUESTIONS

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MOST COMMON TYPES OF INTERVIEW QUESTIONS

STANDARD QUESTIONS: The standard interview question is intended to solicit information based upon self-reported characteristics.

BEHAVIOR BASED QUESTIONS: The questions are designed to require a person to provide an anecdote from past experiences to prove the existence of a given skill. Follow-up questions are often asked to gain more detailed information relating to actions taken and the outcome of the situation.

STANDARD QUESTIONS

- Would you tell me about yourself?
- How did you choose your university and particular field of study?
- What is your greatest strength?
- What is your greatest weakness?
- What qualities would you expect in a supervisor?
- What motivates you to put forth your greatest effort? Why is diversity important in a workplace?
- What is your philosophy of life?
- How would you define success?
- What are your career goals? (Where do you see yourself in five years? In 10 years?)
- Why should I hire you?

BEHAVIOR BASED

- What do you feel have been your most significant school-/work-related accomplishments in the past year?
- Can you give me an instance when you felt most pressured and stressed in your school/work? How did you handle it? What was the outcome?
- Can you tell me about a time you were most persuasive in overcoming resistance to your ideas or point of view. What was the result?
- Can you describe the most valuable criticism you have received and what you did with it?
- Can you give an example of a project/situation that demanded attention to detail? How did you handle the details?
- Can you provide examples of when you had to collaborate or work with diverse individuals?
- Can you tell me about the last time you felt anger on the job? How did you deal with it?
- Can you tell me about an event that really challenged you?
- Can you tell me about the most difficult or frustrating person with whom you have worked? What did you do to cope/deal with that person?

Practice, Practice, Practice!

Make an appointment with a Career Counselor to practice your interviewing skills and responses to these common questions!