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!

To schedule an appointment, call 314-977-2828 or go to Navigate360 in mySLU Tools
Department location: 130 Griesedieck Hall