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Quick Tips Interviewing

An interview is a crucial step in your employment process, but many people find the process intimidating. Here are some tips to get you started. For more information, go to www.msudenver.edu/career.

Preparing for the interview

- Review the job description. Research the organization: check their website, LinkedIn or Facebook
- Plan your transportation to the interview and allow extra time
- Dress professionally and bring copies of your resume and references
- Relax! Focus on healthy stress management techniques such as breathing and exercise
- Practice your answers to sample questions (see back)
- Prepare questions to ask about the position and the organization
- Practice with Optimal Resume or in the Office of Career Services.

Making a great first impression

- Arrive a few minutes early
- Be courteous to everyone you meet. Smile!
- Make eye contact
- Demonstrate confidence and interest
- Shake hands firmly, but don't squeeze

Types of Questions:

Getting to know you

Some questions in an interview help the manager get to know you by asking about your strengths, goals and characteristics. See examples of questions on the back of the page. When asked about salary expectation, refer to the range you researched.

Behavior-based questions

The best predictor of future behavior is past behavior. When asked a question that begins with "tell me about a time when," describe a specific successful situation and its outcome.

Technical or competency-based questions

Review the job announcement for clues about what they may ask. Discuss your level of knowledge in the relevant area.

Your turn

Asking questions demonstrates interest. Your research of the organization may spark some informed questions. Ask about goals of the organization, and express interest in those goals.

Thank-you letter and follow-up

Send a thank you letter right after the interview. Follow up with additional questions.

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Some Common Interview Questions

1. Tell me about yourself.
2. What are your strengths & weaknesses?
3. Why do you want this job?
4. What attracted you to this company?
5. What are you most proud of?
6. Why should we hire you?
7. What are three positive things your last boss would say about you?
8. What is your greatest failure, and what did you learn from it?
9. Why did you choose your college major?
10. Do you have any questions for me?
11. Tell me about a time where you had to deal with conflict on the job.
12. Give me an example of a time that you went above and beyond the call of duty at work.
13. Have you ever been on a team where someone did not pull their weight? How did you handle it?
14. Give me an example of a time you did something wrong. How did you handle it? What did you learn?
15. What assignment was too difficult for you, and how did you resolve the issue?

Use this formula to develop your success story.

- C Circumstance:** Name the circumstance you experienced.
- A Action:** Describe your actions and the skills you used to resolve the issue.
- R Result:** 2 types: Quantified (numbers), qualified (examples)

Contact the Office of Career Services for more help with interviewing. Find Optimal Resume through www.msudenver.edu/career to practice interview questions.

