



# interviewing

## PREPARATION

Prepare for the interview by researching the company/industry. How much you know about a potential employer reflects your interest and enthusiasm about the position. Research their website to get an understanding of their mission, vision, and products or services. Additional ways to research include: social media, LinkedIn, Vault.com and Glassdoor.com.

## DRESS FOR SUCCESS

You don't get a second chance to make a first impression, so you need to present yourself as a career professional. Avoid trendy fashions and dress in clothing that reflect the job you want. Business suits, collared shirts, ties, blouses and closed-toe shoes are all examples of acceptable interview attire. You should also be well groomed while limiting your jewelry and cologne.

## BE ON TIME

Ideally, you should arrive 10-15 minutes before your scheduled interview time. Make sure you have all the information you need to know about the interview beforehand including the address, hiring manager contact information and parking instructions. If something does happen that prevents you from arriving on time, call the hiring manager and let them know the circumstances.

## GENERAL ETIQUETTE

Be polite at all times. Say hello, smile and be courteous to everyone you met. The person in the parking lot, hallway or restroom may be the individual you will interview with later. Greet the interviewer with a firm handshake, smile and eye contact. Maintain good eye contact throughout the interview process.

## WHAT TO BRING

Bring multiple copies of your resume along with your references. Also, bring a padfolio to take notes during the interview and show that you're not only listening, but interested in what they're saying. Have at least 1-2 questions prepared ahead of time, avoiding the topic of salary or benefits, to ask the interviewer at the end.

## HOW TO ANSWER INTERVIEW QUESTIONS

Use specific examples from the experiences listed on your resume and put a positive spin on things. If the hiring manager asks about a weakness or failure, turn it into something positive that you learned from the experience.

## POST-INTERVIEW

Follow up no later than 24 hours after your interview with a brief thank you email to each person you met.

## GOOD LUCK!

### Tips for success:

Relate what you know about the company when answering questions. Be thoughtful and self-reflective in both your interview questions and your answers.

Show the interviewer you know yourself—your strengths and your weaknesses. Be prepared to talk about which areas would present challenges and how you would address them.

Be prepared for general questions, such as, "Why have you chosen this particular field?" as well as behavioral questions including, "Describe a situation in which you didn't meet your stated goal—how did you handle it?"

Refer to the STAR method on the back of this document for more tips and samples of interview questions.

WHAT TO DO

# sample interview questions

## GENERAL QUESTIONS

- Tell me a little about yourself.
- Why have you chosen this particular field?
- Why are you interested in working for us?
- What is one major strength/weakness?

## BEHAVIORAL-BASED QUESTIONS

- Describe a situation in which you didn't meet your stated goal, how did you handle it?
- Tell us about a situation in which you encountered resistance from key people, how did you convince them to do what you thought was best?
- Describe a situation in which you took the initiative to change a process or system and make it better, how did you identify the problem? How did you go about instituting change?
- What, in your opinion, are the key ingredients in building and maintaining successful business relationships? Give examples of how you have made these work for you.



### PREPARE

Listen carefully to the question and think of an event. Take a few seconds to ensure you have the best example you can. Don't rush it.

### S

### SITUATION

Describe a specific event or a situation that you were in. The who, what, where, when, etc.

### T

### TASK

Explain the task you had to complete, highlighting any specific challenges or constraints e.g. deadlines, issues or costs.

### A

### ACTION

Describe the specific actions that you took to complete the task. These should highlight desirable traits the interviewer is looking for.

### R

### RESULT

Close with the positive result of your efforts. Include figures to quantify the result if possible.

## WHEN THE INTERVIEWER ASKS "DO YOU HAVE ANY QUESTIONS FOR ME?" HERE ARE SOME GREAT QUESTIONS YOU CAN ASK:

- How would you describe the culture here? What type of people tend to really thrive?
- Thinking back to a person you've seen do this job well, what made their performance stand out?
- Are there any reservations you have about my fit for the position that I could try to address?
- What is your timeline for getting back to candidates about the next steps?

want more information? need help?  
**check the student portal  
or make an appointment**  
708-209-3033 [career.services@CUChicago.edu](mailto:career.services@CUChicago.edu)