

STEP-BY-STEP GUIDE TO INTERVIEWING



So you landed an interview. Now what? This is where you make it or break it, so it's critical that you spend time preparing.

- ▶ Research the organization via their website or brochures. Use this information during the interview. Also see the Step-by-Step Guide on researching employers.
- ▶ Review the job description. Highlight the qualities the organization is looking for in a candidate and determine how your own skills match the job.
- ▶ Review your resume. Many recruiters will ask you questions directly from what you have listed, so be prepared to discuss anything that is on your resume.
- ▶ Be able to describe at least three situations that demonstrate your skills. Remember to use the C.A.R. method to discuss them:
 - Circumstance - what was the situation?
 - Action - what did you do?
 - Result - what was the result?
- ▶ Verbally practice the most common interview questions. Memorizing or knowing what you plan to say is good, but you will have to be able to think on your feet, during the actual interview, so **PRACTICE** answering out loud as well.
- ▶ Prepare several intelligent questions to ask the interviewer. Do **NOT** ask about salary, benefits, vacation or days off. Focus on the future with the company—topics such as:
 - Career paths - advancement opportunity
 - Training - how long
 - Performance evaluation - when, how
- ▶ Try on your "interview" clothes. You want to be comfortable in them when the big day comes. Dress professionally. Review the "Dress for Success" handout in Career Services.
- ▶ Conduct a trial run to the interview site. How long will it take for you to get there? Will you have to pay for parking? Consider traffic and the time of day.
- ▶ Attend an interview skills workshop or arrange a mock interview, by contacting the Career Center.
- ▶ Take with you to the interview: Resume, cover letter, letters of reference, pen, portfolio, writing samples (if relevant), notepad.



HELPFUL LINKS

<http://interview.monster.com/>
<http://jobsearch.about.com/od/>
<http://www.job-interview.net/>
[http://www.careerjournal.com/jobhunting/
interviewing/](http://www.careerjournal.com/jobhunting/interviewing/)
<http://www.quintcareers.com>
<http://www.wetfeet.com>
<http://www.collegegrad.com>

MOST FREQUENTLY ASKED QUESTIONS

1. Tell me a little bit about yourself.
2. Describe your ideal boss or job.
3. What unique experience or qualifications do you bring to this position?
4. What are your short-term/long-term goals?
5. What are your strengths and weaknesses?
6. What motivates you?
7. Why did you major in _____?
8. Why are you interested in this position?
9. What would your former boss say about you?
10. What do you know about our company?
11. Describe a time when you were faced with _____ and how you handled it.
12. Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?
13. Describe the most creative work-related project you have completed.
14. Give an example of when you demonstrated leadership.
15. Give me an example of a problem you faced at work and how you solved it.
16. Tell me about a time that you had to deal with a very upset customer or co-worker.
17. Tell me about a time that you had to make a quick decision.
18. Why should we hire you over the other candidates?

Remember: In preparing examples, keep in mind the job requirements—most likely that is what they will look for in your answers.

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