



# Interviewing



## 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 Development Specialist and use **INTERVIEWSTREAM**.

## Do you know how to answer these?

- Tell me about yourself.
- Why are you interested in this position?
- Tell me about a time you organized and planned a major project. What was the result?
- Tell me about a time you failed.
- What are your strengths and weaknesses?
- Do you have any questions for me?

## After Follow Up!

Keep track of interviewer(s)' contact information and any other relevant information

Send Thank-You letter to interviewer(s)- emailed or handwritten- ASAP

Do you know how to answer Behavioral Questions?

Situation- Organization, your role, problem/event

Action- What did you do?

Result- What positive impact did your actions have?

Notice the professional dress! Do you have the appropriate clothing for an interview?



## During

Arrival- The interview begins when you arrive (and doesn't end until you leave).

Introduction- Greet interviewer(s) with firm handshake and smile, maintain 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.



# Interview Attire



Clean shaven or trimmed beard

Tie

Belt

Suit pants



Tidy hair

Little to no scents (perfume/cologne)

Suit

Professional, simple colors  
Solid prints

Wrinkle free outfit

Full length pants

Polished shoes

Natural/light make up

Simple jewelry

Pants or knee length skirt

Flats or low heels  
Closed toe



## Before you go...

Make sure you have these items!

Padfolio

Pen

Copies of your resume/references

Interviewer's name and contact information

SMILE!



SAINT LOUIS UNIVERSITY.

**STUDENT SUCCESS CENTER**

CAREER SERVICES

Schedule-SLU Appointments or call 314-977-2828

Walk ins-1-2 pm, Monday-Friday

Student Success Center BSC Suite 331