

## Eight Essentials for Interviewing Success

**One:** Research the position. Ask for a job description of the position and research it thoroughly.

- Determine the key qualifications for the position (skills, experience, etc.).
- Prepare examples drawing on your past experiences that demonstrate you have the key skills/qualifications they seek.

**Two:** Research their website.

- Know what they do (services or products) in as much detail as possible.
- Know their mission statement – what do they stand for; what are their values.
- Know enough about them to answer “Why do you want to work for us?” with specifics and enthusiasm.
- Look at the “What’s new/Press room/release” section of their website. Incorporating this information into one of your answers or questions can be a great way to impress them.

**Three:** Be able to answer these questions:

- Tell me about yourself?
- Why are you interested in this position?
- Why do you want to work for our organization?
- What are your strengths and weaknesses?
- What are your short and long term goals?
- Give me an example of a time you demonstrated (key job skills/qualifications)?

**Four:** Back up your answers with specific examples citing what you have done. A common mistake for students/new graduates is to give answers that are too general or vague. Don’t just say “I think a good example of my leadership skills would be my involvement in the management club” – go deeper and elaborate (go into detail) by citing at least one specific example of something you did for the management club where you used your leadership skills.

**Five:** Have questions prepared to ask them, based on your research/and or things they have mentioned during the interviewing.

**Six:** Practice your answers. Using actual interviews to polish your answers is a good way to blow job offers. The more often you answer interview questions, the better your answers usually get. In other words, more practice usually translates into a higher success rate.

**Seven:** Dress appropriately. For almost all job interviews, this means wearing a business suit and dress shoes. For more information, go to [www.stcloudstate.edu/careerservices](http://www.stcloudstate.edu/careerservices) -- click on “Jobs/Internships” then “Preparation for the Job Search” then “Dressing for Success.”

**Eight:** Send a thank you note by the next day. A short handwritten note will make you really stand out but an emailed note will get there quicker and is perfectly acceptable.

For additional assistance – check our Calendar of Events on our website to see when our next “Interviewing Skills” seminar will be offered and/or give us a call at 320-308-2151 or stop in our office at Centennial Hall 215.