



Call or stop by to make an appointment!

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(218) 723-6085, Tower, Room 2150

# INTERVIEWING

Here are some tips on interviewing to get you started. You can always make an appointment to visit Career Services for a mock interview for further assistance in preparation.	
<b>RESEARCH</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Carefully review the job description you are applying for – understand the roles and responsibilities and reporting structure if possible.</li> <li><input type="checkbox"/> Thoroughly research the organization you are applying for - understand their mission and values and what makes them unique.</li> </ul>
<b>REFLECT</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Know why you are a good fit for that particular position and organization.</li> <li><input type="checkbox"/> Identify your strengths, skills, and experience as related to the position.</li> <li><input type="checkbox"/> Ask yourself “why would I be good for this job?”</li> <li><input type="checkbox"/> Ask your friends and family, “Why would I be good for this job?”</li> </ul>
<b>PREPARE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practice, Practice, Practice, Practice, Practice</li> <li><input type="checkbox"/> Conduct practice interviews with friends and family</li> <li><input type="checkbox"/> Use <a href="#">Interview Stream</a> to practice from home using your computer. A practice set of questions has been set up specifically for RA applicants!</li> <li><input type="checkbox"/> Set up a mock interview with Career Services for even more practice.</li> <li><input type="checkbox"/> Know where the interview will be held – go see the space and make sure you know the location ahead of time if possible.</li> <li><input type="checkbox"/> Plan and prepare what you are going to wear and bring.</li> <li><input type="checkbox"/> Write yourself notes of the key points you want to be sure to cover in your interview and bring those along.</li> </ul>
<b>PRESENT</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Groom your hair and facial hair. Consider appropriateness of hair color/style. Consider covering or removing piercing/tattoos.</li> <li><input type="checkbox"/> Ensure accessories are not distracting or flashy.</li> <li><input type="checkbox"/> A professional shoulder bag or purse is preferable to a backpack.</li> <li><input type="checkbox"/> Carry a padfolio to keep notes and documents in one place.</li> <li><input type="checkbox"/> Bring printed copies of your resume.</li> <li><input type="checkbox"/> Turn your phone off or better yet- leave it behind.</li> <li><input type="checkbox"/> Get your interview outfit ready ahead of time – try it on and practice. Make sure it fits well –sitting, standing, and walking. Make sure it is cleaned and pressed. Ask for a second opinion.</li> <li><input type="checkbox"/> Remember professional dark colored socks, clean, polished shoes and tights/nylons with no snags.</li> </ul>
<b>INTRO</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practice your brief professional introduction and prepare an overview of what you bring to the table starting with your full name, major, background, and experiences.</li> <li><input type="checkbox"/> Use this as your first chance to sell yourself. Show your passion for field, position, organization. Stay with professional not personal information</li> </ul>
<b>GENERAL QUESTIONS</b>	<p>Practice for general questions such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What experiences have prepared you for this role (review your resume)?</li> </ul>



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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Why are you interested in this position? This company?</li> <li><input type="checkbox"/> What are your strengths/weaknesses?</li> <li><input type="checkbox"/> Where do you see yourself in 5 years? How does this job play into that?</li> </ul>
<b>STORY-TELLING</b>	<p>Prepare answers for a time when you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrated leadership skills</li> <li><input type="checkbox"/> Mediated a conflict or dealt with conflict</li> <li><input type="checkbox"/> Solved a problem – or were successful</li> <li><input type="checkbox"/> Worked as part of a team</li> </ul> <p>Prepare stories that highlight your strengths and practice telling them.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First give background/context/ set up your story</li> <li><input type="checkbox"/> Then tell the story and how you were effective</li> <li><input type="checkbox"/> Practice concluding stories/ telling the result – what did you learn?</li> <li><input type="checkbox"/> Remember – Situation, Behavior, Outcome – or Set Up, Action, Result</li> </ul>
<b>QUESTIONS FOR THEM</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See the section in the Job Search Handbook for examples</li> <li><input type="checkbox"/> Prepare 3-4 questions – this is not the time to address salary/benefits</li> </ul>
<b>LAST MINUTE PREP</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Get a good night’s rest – be well rested, sleep matters!</li> <li><input type="checkbox"/> Set two alarm clocks – give yourself plenty of time to get ready and go.</li> <li><input type="checkbox"/> Take a shower – avoid strong smells and perfume/cologne</li> <li><input type="checkbox"/> Eat a good breakfast – fill your stomach solidly without overeating.</li> <li><input type="checkbox"/> Know where you are going and arrive early, but not too early (10-15mn). If traveling remember leaving time to go to the bathroom upon arrival!</li> </ul>
<b>FOLLOW UP</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We recommend that you follow up with a handwritten professional error-free thank you note within 24hrs.</li> <li><input type="checkbox"/> Pay attention to their directions regarding follow up and next steps</li> </ul>
<b>TIPS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remember your interview begins before the formal interview starts – in the parking lot, the elevator, the reception area... Be courteous and formal with everyone you meet. Mind your manners.</li> <li><input type="checkbox"/> Confidence is key. Sit up straight! An interview is a time to highlight your strengths and speak proudly of your accomplishments. Be sure to shine!</li> <li><input type="checkbox"/> Stay positive and upbeat—don’t forget to smile!</li> <li><input type="checkbox"/> Be courteous, professional and kind.</li> <li><input type="checkbox"/> You can’t control how qualified the other candidates are, you can only control how prepared and professional you are.</li> <li><input type="checkbox"/> Practice will help you feel more confident. Make an appointment with a career counselor call (218) 723-6085 or stop by Tower, Room 2150</li> </ul>
<b>SOCIAL MEDIA</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure your email address, twitter handle, etc. are professional.</li> <li><input type="checkbox"/> Google yourself –consider what an employer sees about you. Make changes accordingly. Adjust privacy settings as needed.</li> <li><input type="checkbox"/> Watch what you post on Twitter, Facebook, etc. Do not post about applying for a job until you have signed a contract on a final offer.</li> </ul>