

1) Research

Review the organization/company website, read the job description, know industry trends. Refer to notes you took at informational interviews, talk to mentors and professionals in your network. Review the application you submitted.

2) Practice Common Interview Questions

- Tell me about yourself.
→ *Tip: Focus on your professional life and be brief. What have you studied/worked on that led you here?*
- Describe your key accomplishments.
- What are your key strengths?
- What is an example of a weakness?
→ *Tip: Acknowledge a challenge and be sure to explain how you have improved/changed.*
- Why are you interested in this position?
- What do you know about our organization?
→ *Tip: Share what you know about their mission, vision, and strategic plan.*
- What are your short and long term career goals?
- What would your goals be the first 90 days on the job?
- What are your salary expectations?
→ *Tip: Don't feel pressure to state an exact amount until you receive the job offer.*
- Why should we hire you?

3) Get Ready for Behavioral Questions

Most behavioral questions start with a phrase like:

"Tell me about a time when..." "Give me an example of..." or "Describe...."

To respond, use the **STAR** strategy:

- S/T** Describe the situation or the task
- A** Talk about the actions you took, and be sure to mention skills you used
- R** Explain the result or outcome quantifying when possible (percentage change, lessons learned, time saved, efficiencies, numbers)

Example Behavioral Questions:

- Describe a situation in which you used persuasion to successfully convince someone about your ideas.
- Summarize a situation where you took the initiative to get others going on an important issue.
- What was the most complex assignment you have had? What was your role?
- Describe a creative/innovative idea that you produced which led to a significant contribution to the success of an activity or project.
- Give an example of a time when you used good judgment in solving a problem.
- Describe a situation that required a number of things to be done at the same time.
- Describe how you determine priorities in scheduling your time.
- Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you approach that person?

4) Prepare Questions for the Interviewer

- What do you enjoy most about your job?
- How would you describe your work culture?
- What are some of the common challenges in this position?
- What type of training is provided?
- Why is this position open?
- What are the next steps in the hiring process?
- What qualities would an ideal candidate for this position have?
- What do you think is the best thing about working here?
- What kind of person would you most like to see fill this position?

5) Dress/Body Language

Wear a suit or dress/slacks with a jacket. For a more casual organization a nice shirt with skirt/slacks may be appropriate. To determine what is right for the culture, ask the person scheduling the interview. Don't wear perfume or cologne (due to allergies, small heated rooms). Organizations in the U.S. expect a firm handshake and eye contact.

6) Bring Your Resume/Business Cards

Bring your resume and business cards in a folder or padfolio (available at the DU bookstore or an office supply store).

7) Close the Interview

When it gets to the end of the interview don't just say thank you! Let them know that you are excited about the opportunity and review why you are a good fit. For example:

“Before we close, I would like to thank you and let you know that I am very excited about this opportunity! My major and previous internship in marketing make me a good fit and I look forward to hearing from you!”

8) After the Interview

Email and/or hand write a targeted thank you within 24 hours of the interview. Follow-up with the interviewer by using respectful persistence. Sample:

Dear Mr. Nagle:

I want to thank you for the opportunity to interview for the Project Analyst position. I enjoyed meeting with you and learning more about Casey Corporation's involvement in the renewable energy sector.

The information that you provided about the current trends in your industry increased my enthusiasm for working with your organization. I believe my degree in Environmental Science and my internship at Great Greens fit well with the job requirements. I would also be a strong contributor to your team.

I would like to reiterate my interest in working for Casey Corporation as you provide the kind of opportunity that fits with my career goals.

Again, thank you for interviewing me and I look forward to hearing from you.

Regards,

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