

BE PREPARED

KNOW YOURSELF
Effectively communicate your VIPS - Values, Interests, Personality & Skills. What are strengths & weaknesses? What are special talents & short/long term goals?

KNOW YOUR SCHEDULE
to determine a time that fits your needs and those of the company inviting you to interview

THOROUGHLY RESEARCH THE COMPANY prior to your interview

CONTACT YOUR REFERENCES & ASK THEM FOR PERMISSION TO USE THEM AS A REFERENCE.
Provide them with job descriptions of the jobs for which you are applying & resume.

Carefully Complete Company Applications & Forms

Don't be caught off-guard! Prepare for the interview days in advance by following these tips

Explore • Prepare • Engage

INTERVIEWSTREAM

Do You Know What You Look & Sound Like When You Interview?



View 500+ practice questions for free

Practice your verbal & nonverbal skills



Access InterviewStream through your Handshake account

Once you have finished your interview, you may provide a self-assessment to OR request an assessment from a mentor, advisor, friend, family member, or the Career Center



THE CITADEL CAREER CENTER

(843) 953 - 1617 | careercenter@citadel.edu
www.citadel.edu/root/career

573 Huger St. (Behind Capers Hall)
Corner of Hagood Avenue & Huger Street

STAR TECHNIQUE INTERVIEWS

Informing employers about your thought process during different situations through behavioral interviews

HOURS

Drop - In Hours:

Mon - Thurs 1:00pm - 4:00pm

Fall | Spring Office Hours:

Mon - Thurs 8:30am - 5:00pm

Friday 8:30am - 4:00pm

Summer Office Hours:

Mon - Thurs 7:30am - 5:30pm

Friday Closed

Don't Forget to Follow Us



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INTERVIEW ETIQUETTE

Bring at least 2 copies of your most current "error-free" resume on resume quality paper

Arrive 10-15 minutes early

At conclusion of interview, ask about next steps in the process as well as when/how you will hear from interviewer

Dress appropriately & avoid wearing strong fragrances

Be polite & professional to everyone you see

Within 24-48 hours of your interview, send a personal thank you note & email to the interviewer(s)

BE PREPARED TO ANSWER

1). Tell Me About Yourself

Give a brief overview of your education and training and show vision and passion for the organization/industry. Know what they seek in employees and design your answer accordingly.

2). What Do You Know About Us?

Research their company, vision/mission & the job. Share how you can contribute. Ask INTELLIGENT questions about their past, present and future.

3). How Do You Handle Issues?

Describe a problem you've encountered. Did you resolve it? What was your role? Be very specific. What did you learn - good and bad?

4). Why You? Strengths? Weaknesses?

Consider 3 strengths. Share examples. Be confident. Ask for opportunity.

SITUATION

Describe what took place

- 1) Share an example of how you motivated others in a work, educational, or leadership role
- 2) Give examples of a time when you had to persuade someone to do something.
- 3) Tell me about a time when you came up with a creative solution to a problem.

TASK

What did you have to do?

- 1). What was the most difficult problem you have ever faced at work or in school?
- 2). Tell me about a time when you took on a leadership role. What was the result (good or bad)?
- 3). Give me an example of a time when you helped solve a problem in a group.

THE STAR TECHNIQUE

Helping you answer questions based on Situations, Tasks, Actions, & Results

RESULTS

How did the situation turn out?

- 1). Describe a time when you had to juggle multiple priorities. What was the outcome?
- 2). Describe a time when you failed. What was the outcome?
- 3). Describe a time when you faced conflict with someone. How did you resolve it?

ACTION

What did you do?

- 1). Describe a time in which you had to research and analyze a problem.
- 2). Describe a time when you had difficulty communicating your thoughts clearly.
- 3). Give me an example of a time when you worked effectively under pressure.

Practice

PRACTICE INTERVIEW QUESTIONS USING INTERVIEWSTREAM

PREPARE WRITTEN ANSWERS & PRACTICE OUT LOUD

Be aware of your facial expressions and your body language

PRACTICE WITH A FRIEND

Give each other feedback on your responses & delivery