



Interviewing



Career Center
University of Missouri

4 things to know about interviewing

PREPARE

Research the employer and make a good first impression.



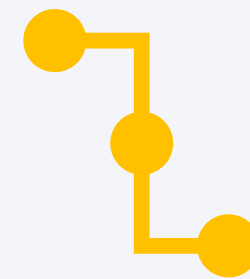
ANSWER

Know how to respond to commonly asked questions.



CONNECT

Articulate how your previous experience will help you do the future job.



ASK

Wrap up the interview with questions for the employer.



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STAND OUT TO EMPLOYERS

WHAT ARE THEY LOOKING FOR?



ABILITIES

What are your strengths and skills?
Can you do the job?

READINESS

Do you know who they are? How will you fit with their needs?

ENTHUSIASM

Are you excited?
Do you want THAT job, not just any job?

RESEARCH

Review job and match your experience

Organization overview: mission, vision, values

Social media: LinkedIn, other platforms

Glassdoor.com

Reflect on your answer:

What do you know about the employer,
and why do you want to work there?



PRESENT YOURSELF

FIRST IMPRESSION TIPS

15 minutes early (in person) 5 minutes early (online)

Engaged body language

-Eye contact, smile, firm handshake (in person)

Have available your resume, references, portfolio

Turn off phone

WHAT TO WEAR

Business professional suit

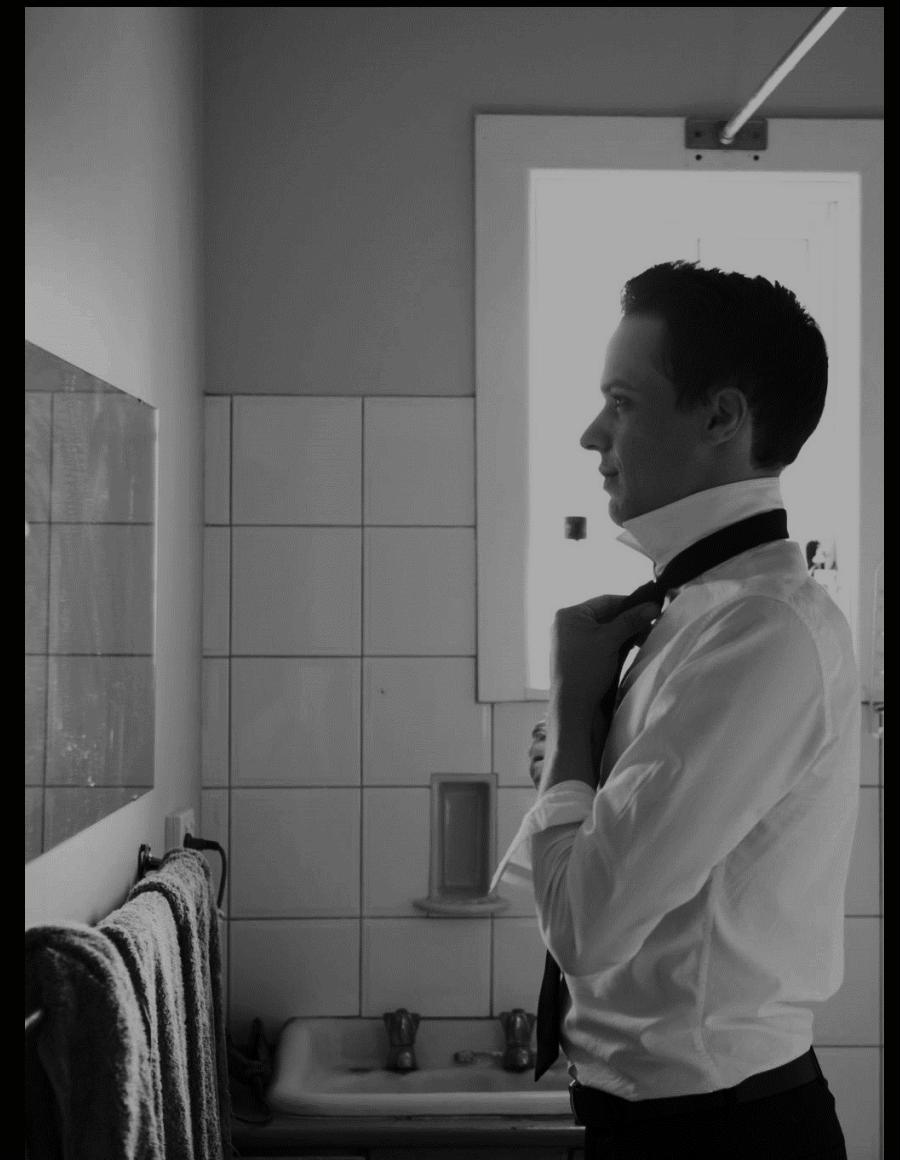
Nice shoes, minimum accessories

Avoid clothing with patterns (online)

MUCC Pinterest board

-men, women, and gender neutral clothing ideas

Borrow professional clothing from Truman's Closet





ONLINE INTERVIEWS

PRE-RECORDED OR LIVE

Be somewhere with no interruptions

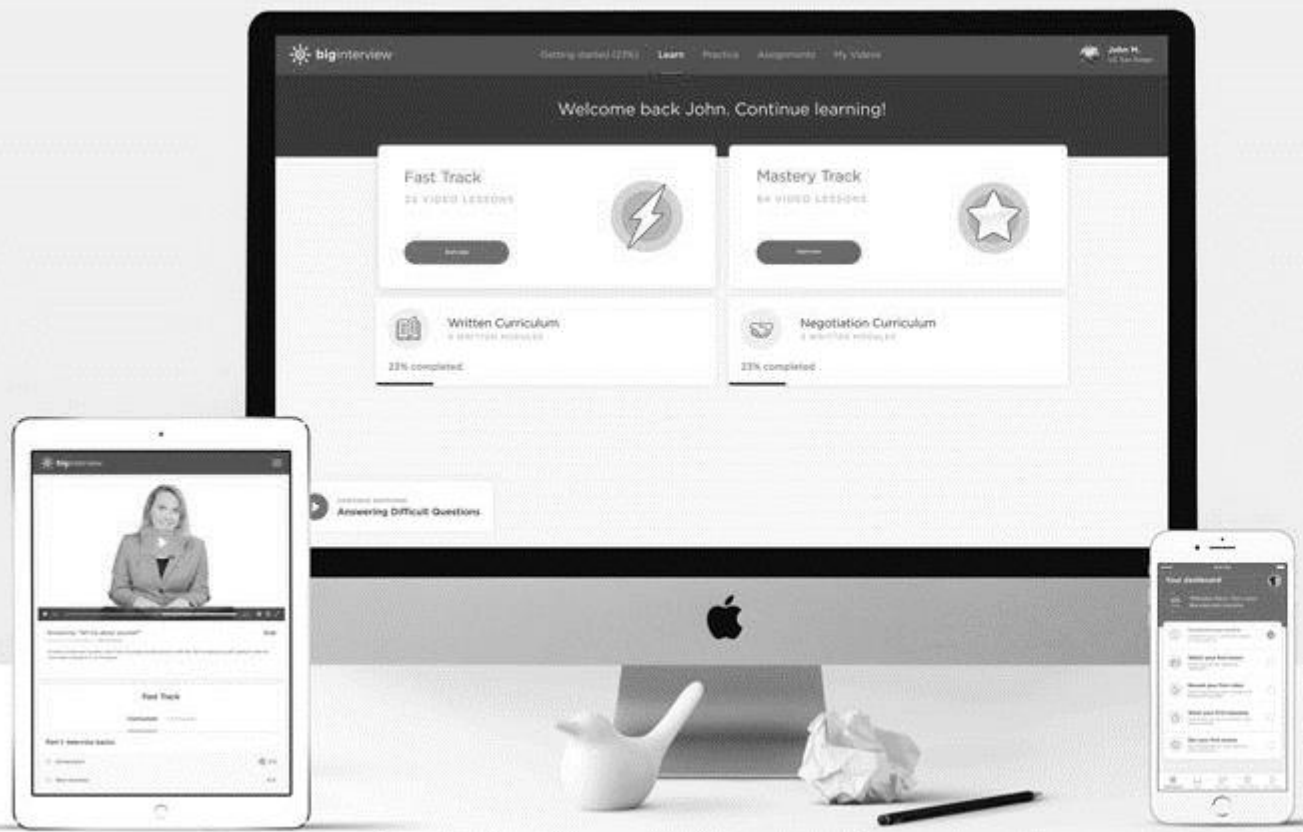
Check your background

Light yourself from the front

Put the webcam at eye level

Look at the webcam during the interview

Test audio and video well ahead of time



PRACTICE

Get interview tips and feedback from the MU Career Center

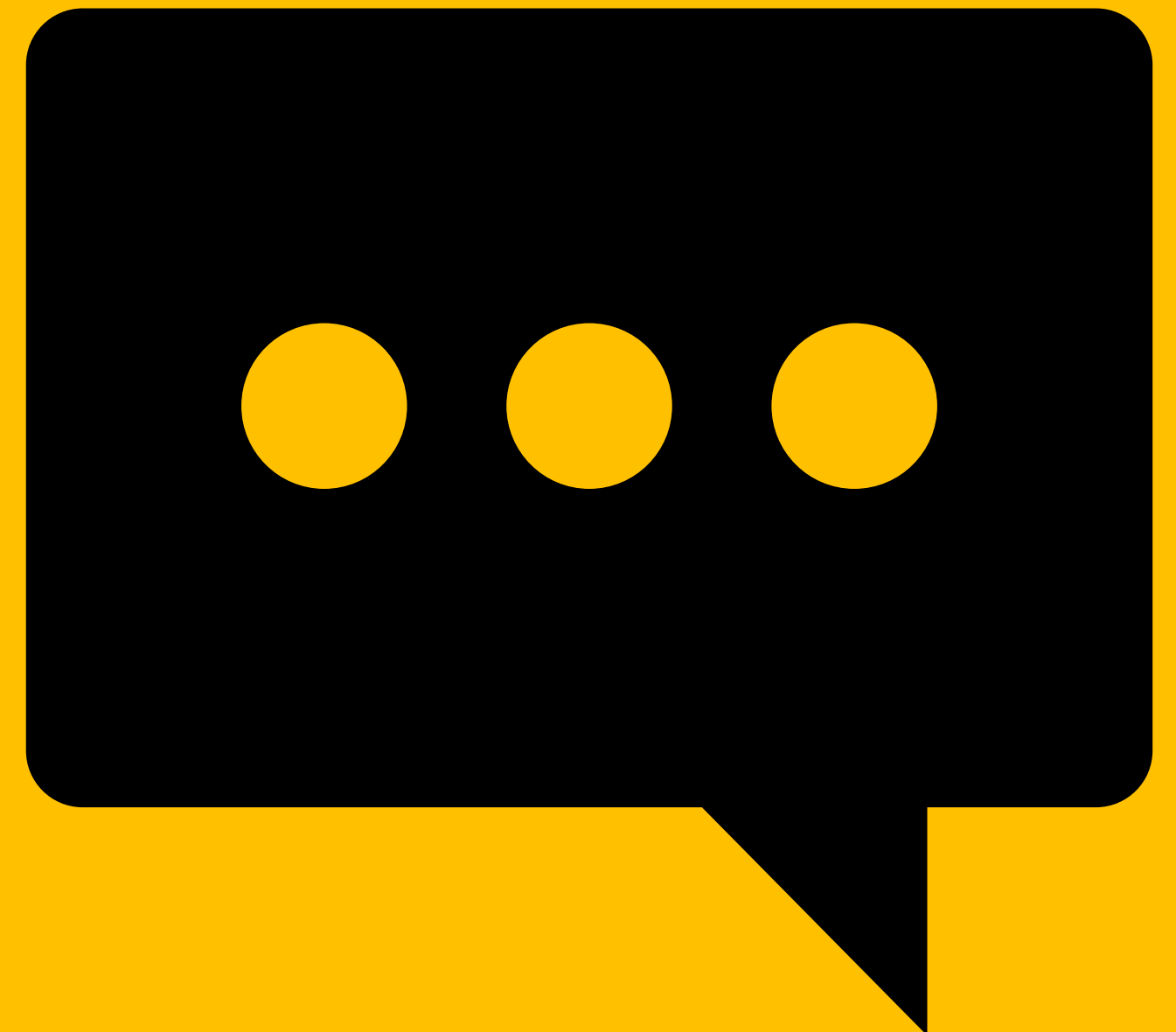
Practice with friends and family

Learn, rehearse, and evaluate with **Big Interview**'s combination of video tutorials and virtual practice software

<https://missouri.biginterview.com>

ANSWER

Know how to respond to commonly asked questions.





BREAKOUT

Tell me a little bit about yourself.



INTRODUCING YOURSELF

Short: around 30-60 seconds

Past – Present – Future

Introduce recent background
(professional/academic)

Add what you are doing currently

Let them know why you are
interested and how you connect

Provide a transitional phrase

“Thank you for inviting me to
interview today.”

OTHER GETTING-TO-KNOW-YOU QUESTIONS

Why are you a good fit for this job or Why should we hire you?

What do you know about us?

Where do you see yourself in ___ years?

What motivates you?

What are your greatest strengths?

What is an example of a weakness?

BE YOURSELF.

BE SPECIFIC.



BREAKOUT

What is a strength and a weakness for you?

STRENGTHS

Provide 3-4 strengths

Give brief, specific examples of how you apply them

Explain how you have been recognized for them

Connect them to the position

“I’m a hard worker.”

“I’m achievement-oriented. Every day starts with a to-do list, and that frames how I manage my day. As a student and at my part-time job, if there was a task on my list, it got done well and ahead of time. I look forward to working with this team to find out what we can accomplish together and how I can best contribute.”

"I'm a perfectionist."

"An example would be that I often focus too much on the small details of a project. I've been improving in this area by clearly defining the central mission of a project and revisiting it often.

I also check in with colleagues more frequently to remind me of the big picture. That way I can still ensure quality without affecting productivity or the team's deadline."

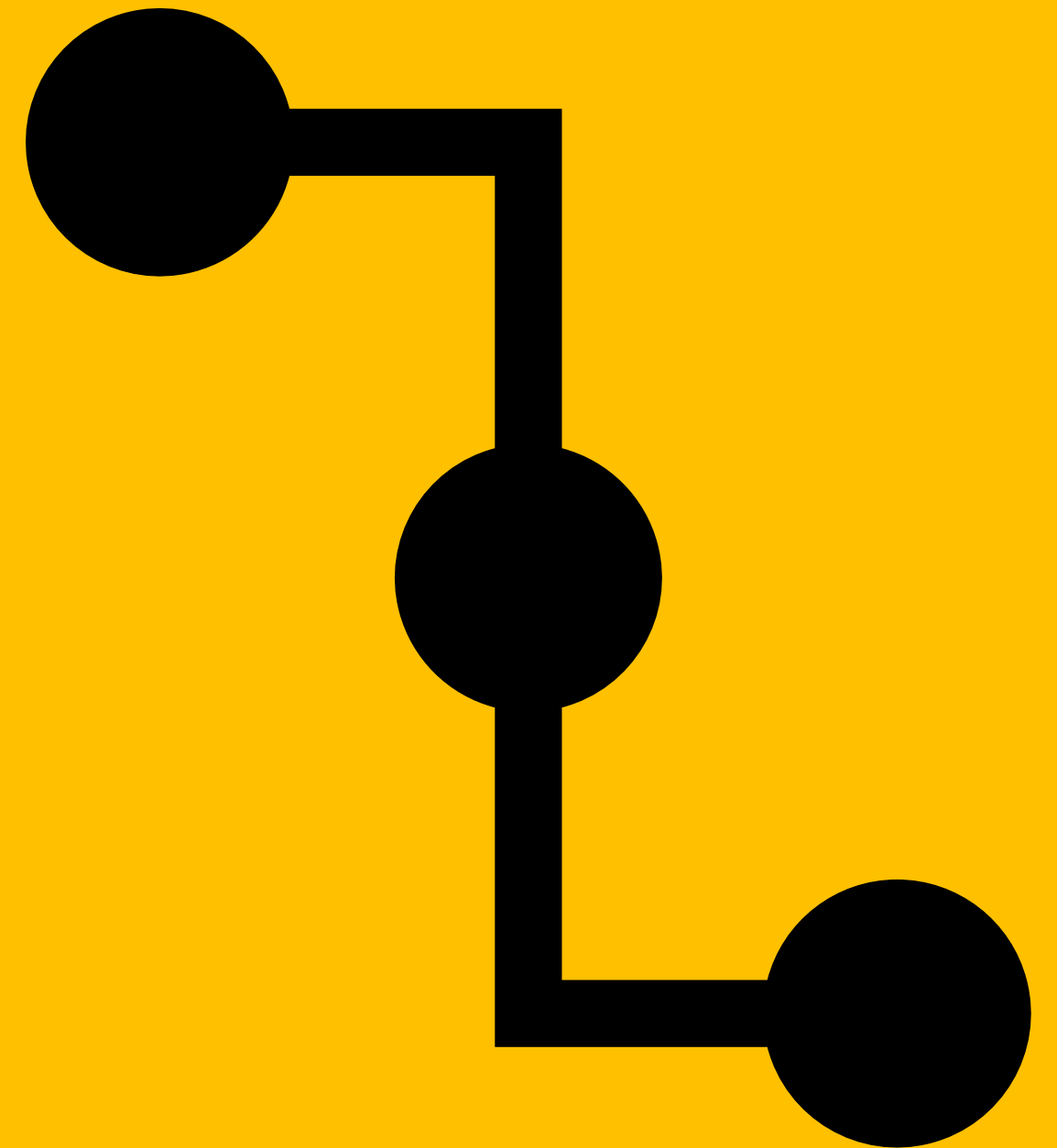
WEAKNESS

Give an honest answer of something that doesn't come naturally to you

Follow up: how you are managing it so it doesn't affect your success

CONNECT

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BEHAVIORAL QUESTIONS

Tell me about a time when you...

Solved a problem or overcame an obstacle

Adapted to a situation, group, or environment

Led a group or project

Worked on a team

Encountered a conflict with a person or project

Achieved a success or met a goal

Went above and beyond or did something unique

TELL A STORY.

BE SPECIFIC.

ANSWERING BEHAVIORAL QUESTIONS

Be a **S.T.A.R**

SITUATION

**Background and
context**

Where and when did
this take place?



TASK

**Challenge and
expectations**

What needed to be
done and why?



ACTION

**Achievement and
tools**

What did you do and
how did you do it?

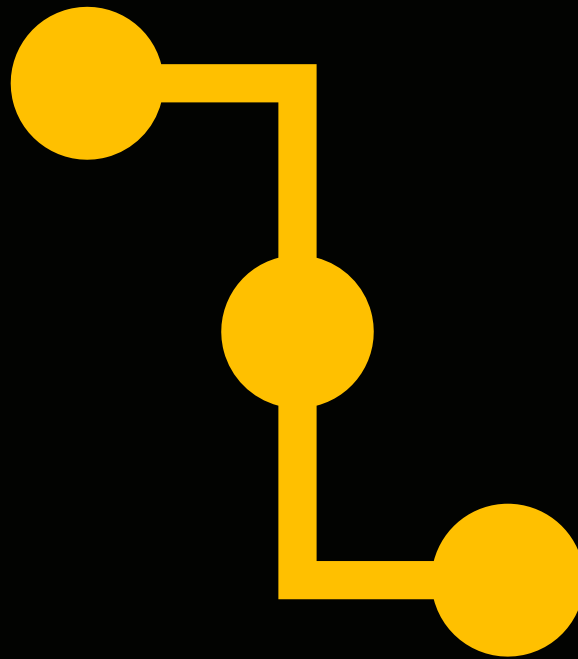
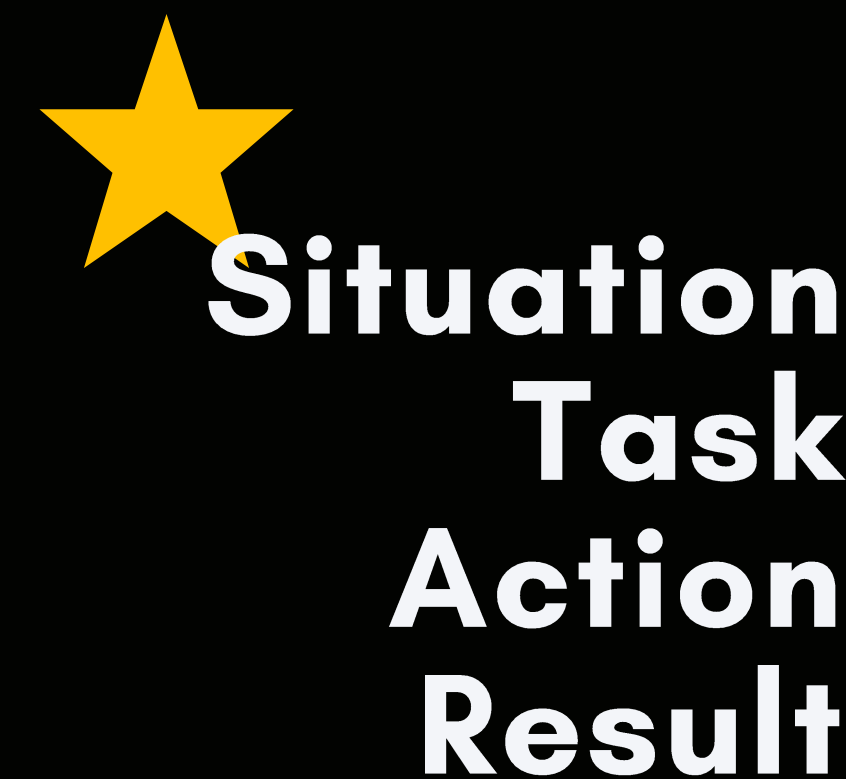


RESULT

**Outcome and
recognition**

How did it turn out
and what did you
learn?





BREAKOUT

**Describe a time you contributed
to a team.**

ADDITIONAL QUESTION TYPES

Scenario

How you would respond in certain hypothetical situations that would arise during the job

You have a tight deadline, the phone is ringing constantly, and the boss wants an impromptu meeting. How do you prioritize these tasks?

Direct

To the point and allows the employer to get definite answers about a topic

*Why did you leave your last job?
Are you willing to travel?*

Off the wall

Test your creativity and ability to think on your feet: why did you answer a certain way

*What superpower would you choose?
What is your American Idol audition song?*

Expand on your resume

Employer asks you to expand on a particular experience and connect it to their job

I see you studied abroad. How will that experience help you on this job?

ASK

Wrap up the interview with questions for the employer.



**DO YOU
HAVE ANY
QUESTIONS
FOR US?**

ALWAYS SAY YES

What do you like most about working here?

How would you describe the work environment?

What does a typical day look like for someone in my position?

Should I be hired, what can I do between now and then to best prepare?

What are the next steps in the process?

SEND A THANK YOU

4 things to do for successful interviewing

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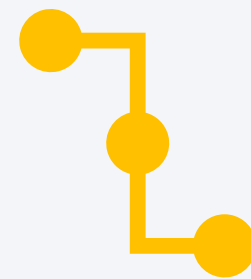
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CAREER EXPLORATION

Assessments
Major/Career Resources
Career Specialist Consultation

CAREER READINESS

Resume & Cover Letters
Interviews
LinkedIn Profiles
Job Search Strategies



Please **check in** to let us know you were here and tell us how we did!

