WASHINGTON AND LEE UNIVERSITY
CAREER SERVICES

Interviewing Guide

Preparing for the Interview

- Know yourself , including the values, interests, and skills that you want to highlight. Be able to articulate why you want the position and why you are qualified and a good fit.
- Know the company or organization. Read websites, company literature, press releases, and current news. Talk to people that work for the company- contact W&L alumni.
- Prepare questions that you will ask the employer at the end of your interview.
- **Schedule a practice interview with Career Services!**
- Reserve a landline in Career Services for your phone interviews.

What to Expect

- *Resume-based questions.* Be prepared to talk about anything on your resume.
- *Behavioral Interviewing.* This style is based on the assumption that a person's past performance is the best predictor of future performance. You will often hear questions that begin, "Tell me about a time when…" and ask about your leadership experiences, how you handle conflict, and other performance-related areas. These are open-ended questions, and you should provide a detailed response. Practice answering questions using the **STAR** technique:
  - **S- Situation (provide context)**
  - **T- Task (say what you were trying to accomplish or the task at hand)**
  - **A- Action (tell what YOU did)**
  - **R- Results (explain the outcome, even if it was not what you expected)**
- *Case Interview.* These questions and/or cases will assess your problem-solving skills and use of logic. An example of this type of question is, "How many gallons of white paint are purchased in the U.S. each year?" or "If you were opening a new fast food restaurant in Lexington what things would you consider?". Share your logic with the interviewer as you form a response- this is more important than accuracy.

Interview Day

- Dress as a professional. Suits are recommended.
- Arrive early, and be nice and respectful to everyone you meet.
- Use a firm handshake.
- Make sure you know each interviewer's name. Ask for a business card if needed.

After the Interview

- Write each interviewer a thank you note within 48 hours. Email is acceptable.
- Take notes on high and low points
- Evaluate and consider the position and the organization – is this a good choice for you?