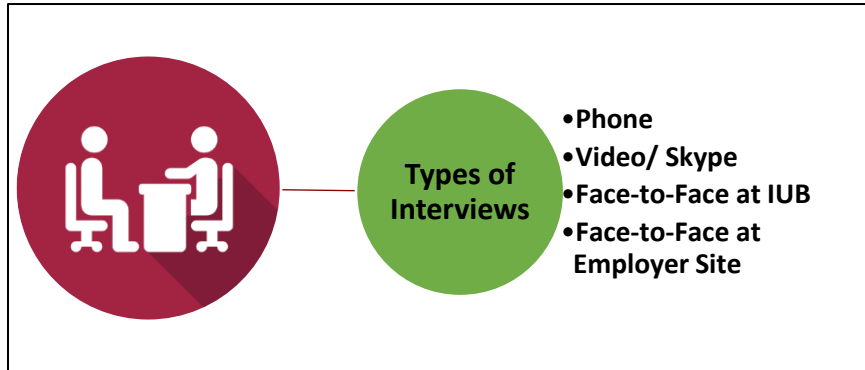


Tips & Tools for Interviews

General Structure of Interviews



Style of Interviews

- Behavioral
- Technical
- Case

Typical Interview Structure

- Greeting/small talk
- Interviewer questions and mutual discussion of your background and credentials as they relate to the needs of the employer
- You ask questions
- Wrap-up/discuss next steps in the process

Know the Policies for On-Campus Interviewing

- Interviews are generally conducted at the CGP office of IUB (Room number 2045). When you arrive, sign in and wait for the employer to greet you.

Employer Rated Need of the Career Readiness Competencies

Competencies	Weighted Average Rating*
Critical Thinking/Problem Solving	4.58
Professionalism/Work Ethic	4.56
Oral/Written Communications	4.43
Teamwork/Collaboration	4.43
Leadership	3.86
Information Technology Application	3.78
Career Management	3.47
Global/Multicultural Fluency	2.85

*5point scale, where 1=Not essential, 2=Not very essential, 3=Somewhat essential, 4=Essential, 5=Absolutely essential;
Source: Job Outlook 2017, National Association of Colleges and Employers