

POINTERS FOR **STRUCTURED** **INTERVIEW**

1. Do Your Homework:

You may not be able to predict the exact questions that will be asked during your interview, but you can still prepare ahead of time by reviewing both your resume and the job description of the position and use this information to formulate a game plan.

2. Practice Active Listening:

Structured interview questions can sometimes be lengthy or confusing. If you are in doubt of exactly what the interviewer is looking for in your response, don't be afraid to ask her to repeat the question or elaborate on specific items.



3. Use Specific Examples:

The structured interview format is based on the premise that past behavior is a good indicator of future performance. Because of this, you will be asked for specific examples where you demonstrated proficiency with a skill set, such as balancing a general ledger or handling a specific situation.

