INTERVIEW PREPARATION

The purpose of the interview is for the employer to see if you are a good fit for the organization and if it's a good fit for you. Being prepared is paramount to your success.

PREPARING FOR THE INTERVIEW

1. **Research** the employer to be informed about the organization's products, services, values, culture and upcoming projects
2. **Match** your skills and qualifications to the job description
3. **Practice** answering tough questions using InterviewStream
4. **Practice** makes perfect! For a mock interview session please email careers@utep.edu
5. **Prepare** your professional attire prior to the interview, and plan your route/travel in order to arrive 15 minutes early

THREE TYPES OF INTERVIEW QUESTIONS

1. Behavioral questions are designed to evaluate past performance in order to predict future performance.

Share an experience when you failed. What did you learn?

Describe a situation when your work was criticized. How did you handle the feedback and incorporate it into your future work?

2. Traditional questions are designed to pinpoint aspects of your personality, work ethic, and history.

Tell me about yourself.

What is your greatest strength/ weakness?

3. Technical questions are designed to measure your problem-solving skills and technical knowledge required for a position. When answering these questions, it is important to allow the interviewer to hear and understand the process of how you arrived at the answer.

What are key factors financial analysts should consider when evaluating prospective investments?

Most students in your class have smart phones. How would you incorporate the use of smartphones in the curriculum?

More sample questions:

rebrand.ly/Interviewpreparation

Updated: 07/2021

THE S.T.A.R METHOD
TELLING YOUR STORY

Behavioral interviewing is a common type of interview format used by employers to evaluate your **past behavior** in order to predict your future behavior in a particular situation. **The S.T.A.R. Method** is a technique to answer behavioral questions in a thoughtful, concise answer.

The following example shows how you might use the S.T.A.R. Method to answer this behavioral interview question:

Ex. "Tell us about a time when you resolved a problem that impacted your organization."

S

SITUATION: Provide details of an experience relevant to the question.

Ex. "My college newspaper's advertising revenue was dropping, and large numbers of long–term advertisers were not renewing their contracts."

T

TASK: Describe the strategies for executing your goal.

Ex. "My task was to generate new ideas, materials and incentives that would result in at least a 5% increase in advertisers from the year before."

A

ACTION: Explain what YOU did in this role in detail and how YOU accomplished it.

Ex. "I designed a new promotional packet to go with a rate sheet, and compared the benefits of our circulation with other advertising media platforms in the area. I also set up a special training session to introduce new competitive selling strategies which were later implemented by account executives."

R

RESULT: Describe the impact of your actions. If the impact was negative, explain what you would do differently.

Ex. "We signed contracts with 15 former advertisers for weekly ads and five for special supplements. We increased our new advertisers by 8% compared to last year."

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