

INTERVIEW PREPARATION

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COMMON QUESTIONS

Interviews are the opportunity to express your passion for the job. It is also a first impression of your verbal communication and go in-depth over information on your resume & application

PREPARING FOR THE INTERVIEW

- Match your skills & qualifications to the job description
- Define your work values and match them to the job
- Identify your career goals

TYPES OF INTERVIEWS

Technical Questions

Designed to measure your problem solving and analytical skills:

*“How can computer technology be integrated into an elevator system for a hundred story office building? How do you optimize for availability?
Why is a manhole cover round?”*

Traditional Questions

Designed to pinpoint aspects of your basic personality, work ethic, history, and attitude

*“Tell me about yourself?
What is your greatest strength and weakness?”*

Behavioral Questions

Designed to evaluate past performance in order to predict future performance

*“Tell me about a time you worked effectively under pressure.
Give an example of a goal you reached and tell me how you achieved it.”*

1. **Tell me about yourself.**
2. **What do you think is your greatest weakness?**
3. **What did you like least about your last (or current) job?**
4. **Where do you see yourself in 5 years?**
5. **Why should I hire you?**
6. **Do you have any questions for me?**

OTHER SAMPLE QUESTIONS

- Why did you choose to interview with our company?
- What do you know about our organization?
- What can you do for our company that someone else can't do?
- Have you ever been asked to do something on the job that you really didn't want to do? What was it, and how did you respond to the request?
- Give an example of a time you have had to work under pressure. What did you do to cope with the stress and still complete the task assigned?
- What do you do to plan and organize your work tasks?
- Describe a time you have experienced conflict with a co-worker. What was the conflict and what did you do to resolve it?
- Give your own personal definition of *cooperation*.
- Describe a situation when your work was criticized. What was your response to the criticism?
- Tell of a time when you have shown initiative on the job.
- Tell of a time when you have successfully completed a group project. What contributions did you make to the project?
- What skills do you have that can benefit our organization?
- Tell me about some experiences you have had in school or during your previous employment that could be used in the position you are applying for.
- Tell me about your greatest accomplishment either in school or while working.
- What is the most difficult situation you have ever faced?
- What kind of people do you like to work with and for?
- Tell me about a time when you had to make a difficult decision while in a leadership role.
- Have you ever been in a conflict situation with a past supervisor or teacher? What did you do?
- Of your previous work experience, which was your favorite job and why? Which was your least favorite and why?
- How do you feel about the possibility of relocation?
- How do you feel about working overtime?

If you feel **you are not sure how to answer these questions**, please call the Career Center and set an appointment for a Mock Interview with a Peer Career Advisor from your respective college.



THE S.T.A.R. METHOD

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Behavioral interviewing is a technique used by interviewers to evaluate your past behavior in order to predict your future behavior in a particular situation.

Utilizing the S.T.A.R. Method will help you construct an organized, specific, thoughtful, and concise answer to a tough behavioral question.

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



S.T.A.R. Method for Behavioral Interviewing

- Situation:** Describe the situation that you were in or the task that you needed to accomplish.
- Task:** What goal were you working toward?
- Action:** Describe the actions YOU took to address the situation with an appropriate amount of detail and keep the focus on YOU.
- Result:** Describe the outcome of your actions and don't be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn?

HERE'S AN EXAMPLE...

- S** “Advertising revenue was falling off for my college newspaper, the *Prospector*, and large numbers of long-term advertisers, were not renewing contracts.”
- T** “My goal was to generate new ideas, materials and incentives that would result in at least a 5% increase in advertisers from the year before.”
- A** “I designed a new promotional packet to go with rate sheet and compared the benefits of *The Prospector* circulation with other ad media in the area. I also set-up a special training session for the account executives with a School of Business Administration Professor who discussed competitive selling strategies.”
- R** “We signed contracts with 15 former advertisers for weekly ads and five for Special supplements. We increased our new advertisers by 20 percent over the same period last year.”

