An interview allows you to express your interest for the job and further elaborate the information on your résumé or application. It also allows the employer to assess your verbal communication skills.

**PREPARING FOR THE INTERVIEW**

- Match your skills and qualifications to the job description
- Prepare your professional attire two days prior to the interview
- Research the employer to be informed about the organization’s products and services, values, culture and key players
- Plan your route/travel ahead of time and arrive 15 minutes early to your interview

**Traditional Questions** are designed to pinpoint aspects of your basic personality, work ethic, history

- Tell me about yourself.
- What is your greatest strength/weakness?
- Why are you interested in working for our organization?
- What skills do you have that relate to the job for which you are applying?
- Where do you see yourself in five years?
- How do you feel about possibility of relocating?

**Behavioral Questions** are designed to evaluate past performance in order to predict future performance

- Share an experience where you failed. What did you learn?
- Have you ever been asked to do something on the job that was unethical? What was it and how did you respond to the request?
- Give an example of a time you had multiple priorities due at the same time. What did you do?
- Describe a situation when your work was criticized. How did you handle the feedback and incorporate it into your work?
- Give an example of when you successfully completed a group project. What contributions did you make?
- Tell me about an experience where you had to be adaptable/flexible.
- Tell me about a time when you had to make a difficult decision while at work or school?

**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 the process of how you arrived at the answer.

- What are key factors financial analysts should consider when evaluating prospective investments?
- Most student in your class have smart phones. How would you incorporate the use of smartphones in the curriculum?
- What causes the common cold, and why is there no cure? How does the flu vaccine work?
- What is the most challenging part of preparing test solutions, compounds or reagents for laboratory personnel to conduct tests? Share an example.
- What is your opinion of projective testing (e.g., Rorschach).
- You are designing a software application for our organization. Who is your customer?
- You are in a boat and you throw an anchor into the lake. The anchor settles on the lake floor. What happens to the level of water before and after the anchor is dropped?
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 behavioral question.

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.”**

**SITUATION:** Provide detailed context of a previous experience similar to the one posed by the interviewer.

Ex. “My college newspapers advertising revenue was dropping and large numbers of long-term advertisers were not renewing their contracts.”

**TASK:** Describe the role you performed and the problem or challenges you faced.

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.”

**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.”

**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% over the same period last year.”

*Practice makes perfect, for an interview coaching please email pca@utep.edu*