



## INTERVIEW GUIDE

**Know Yourself:** This is your chance to tell the employer why you are a great person for the internship or job. Know your values and your long and short-term goals for the field you are about to enter. You have to know yourself to sell yourself!

### Be Ready to Discuss Your:

- **Related Skills** - Know the specific job requirements and be prepared to talk about your ability to meet them. Specifically, practice talking about your abilities in areas employers look for such as interpersonal skills, teamwork, communications and analytical skills, and leadership ability.

- **Related Experiences** - Again, look at the specific position and explain how your experience, whether paid or unpaid, fits with the job for which you are interviewing.

- **Resume** - Many questions can come directly from your resume, so know it inside and out.

- **Interest** - Employers hire people who want to do the job and who want to work in their organization. Your task is to show them that you want the job.

### Know About the Employer:

Recruiters say that the major downfall in most interviews is the lack of knowledge about the potential employer's organization. You should know all you can about the organization.

### Some Things to be Sure You are Familiar With:

- Interviewer's name and title  
(*Look professionals up on LinkedIn and see if you share connections, interests, hobbies etc.*)
- Company's website
- Demographics of organization
- Present and future financial status
- Organization's goals, structure, culture, mission and values
- Customers and competitors
- How products are marketed
- Potential new markets, products or services
- Programs that support the community

### Be Professional:

- Know directions ahead of time, where to park, and arrive early (*15 minutes*). Have the interviewer's information on hand.
- Introduce yourself, give a firm hand shake, and thank her/him for interview
- Use good eye contact when answering questions and be kind to everyone you meet.
- **BRING:** application forms, resume copies or reels, list of references, business cards, pen, notepad



- **DO NOT BRING:** cell phone (*or turn it off*), food, gum, friends or family members

### **What To Wear:**

Know the culture of the organization for which you are interviewing and dress accordingly.

- If in doubt, wear an ironed business suit.
- Hair and facial hair should be tidy and neat.
- Wear dress shoes with dress socks.
- Dresses and blouses should not be low cut.
- Avoid perfumes and cologne.
- Keep any jewelry/makeup simple.
- Dress conservatively so that dress/skirt hems are at or right above the knee at shortest.

A muted interview outfit allows the interviewer to truly focus on you and your accomplishments!

### **When Answering Questions Use:**

60 Second introductory “Elevator Speech” to communicate the following information: name, major, relevant internships/service/class projects.

### **Sample Interview Questions:**

- Tell me about yourself.
- What interests you about our company – why do you want to work here?
- Why did you choose to pursue a career in this field?
- Tell me about a time you made a mistake and what you learned.
- What are your long term career goals? How do you plan on achieving them?
- Describe a time when you anticipated potential problems and developed preventive measures.
- What do you consider to be your greatest strengths and weaknesses? (*When talking about weaknesses be honest and mention how you are working to improve the weakness.*)
- Describe a time you were faced with a stressful situation that demonstrated your coping skills.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Describe the worst supervisor you have had.
- Tell me about a time when you had to use your skills to influence someone's opinion.
- What motivates you to go the extra mile on a project or job?
- What qualifications do you have that make you successful in this career?
- What is your typical way of dealing with conflict? Give me an example.



- How well do you adapt to new situations?
- Give me an example of when you showed initiative and took the lead.
- What two or three things are most important to you in your job?
- How do you manage multiple tasks at once?

**An effective method for answering behavioral questions is the S-T-A-R method, where you “tell your story” by using this outline:**

1. **Situation/Task (S/T)** – Describe the situation you were in or the task that you needed to accomplish. Be specific.
2. **Action (A)** – Describe the actions you took to resolve the situation or to accomplish the task.
3. **Result/outcome (R)** – Share the results of your efforts--what you accomplished or learned. Quantify your results if possible.

**The more you practice, the better you will be. A videotaped mock interview at the Student Professional Development Center is a great way to identify areas where you could improve.**

### **Questions to Ask the Employer**

*(Think of about 5 questions because some will probably be answered during the interview.)*

- What are the next steps in this hiring process?
- Describe a typical day on the job for someone in this position.
- How would you describe the ideal candidate for this position?
- Are there advancement opportunities available with your company?
- Does your company encourage professional development and continuing education?
- What is the supervisory style of the person I would be reporting to?
- What type of training or orientation is offered to new employees?
- What goals or expectations do you have for the individual in this position?
- What do you see as the most challenging/rewarding aspects of this position?
- Describe the work environment and/or company culture.

**\*Do NOT ask about salary. Salary is discussed when you are offered the job.  
Be sure to send a thank you letter/email for the interview within 24 hours.**