

Interview Questions

Informational Questions

- What interested you in this position?
- What is one thing in the job description that you will excel at?
- What is one thing in the job description that will be a challenge for you?
- How does this job complement your academics?

Situational Questions

- How would you handle a disgruntled customer?
- What would you do if you were given a project but were unsure how to complete it?
- What would you do if you had a meeting in five minutes but were distracted by other work responsibilities?

Behavioral Questions

- Describe a time when you made a mistake and how you handled it.
- Talk about a time when you worked on a team. Describe your role and the outcome.
- Give an example of a time you experienced a conflict and how you resolved it.

Assessment Questions

On occasion, you might be asked to complete an assessment prior to an interview. When doing so, be honest and know the job qualifications.

Other Interview Types



For phone and video interviews, be ready early, dressed for success, in a quiet place with strong connection or service. Still dress up and have your materials for reference.



For job fairs, bring several resumes and prepare to talk with many people. If available, browse the list of employers beforehand.



For group interviews, prepare like normal. Arrive ready to be yourself, involve other candidates, and be confident.

Be a STAR

Use the STAR method to formulate answers to behavioral interview questions.



Define the **SITUATION** you will use as your example.



Outline the **TASK** that was involved in the example.



Detail the **ACTION** you chose to take.



Describe the **RESULT** of this example.

Attire 101

1

Avoid Scents*. Do not wear cologne, perfume or other scented items. Avoid using strong scented personal hygiene products (like bodywash), aim for unscented items.

2

Be yourself! Dress in clothes and accessories that represent you as an individual and make you feel comfortable.

3

Prepare. Determine the level of business attire needed and select an outfit before the interview. Business slacks/pants, collared shirts or blouses, and professional dresses are always good options. Make sure it is wrinkle-free, clean, and comfortable.

4

Be Your Best Self. Don't forget things like cleaning your hands, fingernails and wearing appropriate and clean shoes/footwear.

PRO TIP:

Create an interview survival kit with items such as mints, a mini lint roller, a brush, a stain remover pen, and tissues.

*If you can smell your own fragrance. - you're wearing too much!

Interview Checklist

Before the Interview

- Review the job description and company website and create questions pertaining to the position.
- Prepare a final resume and reference list to bring to your interview day.
- Touch base with references about possible contact from the employer.
- Review common interview questions. Practice your responses in the mirror, with a friend, or write them down.
- Plan the travel time and route to your interview; if it's virtual - familiarize yourself with the platform.

During the Interview

- Arrive 10 - 15 minutes early.
- Take notes, including the names of those who interview you.
- Maintain eye contact with a relaxed smile. When giving your responses use examples.
- Ask the employer questions you prepared in advance.
- Thank the interviewer(s) and ask when you can follow up about the position.

After the Interview

- Send a follow up thank you email or card to the interviewer(s) - as soon as possible.
- Keep searching and applying for new opportunities.
- Reflect on your responses and keep practicing potential interview questions.