



CAREER SERVICES

Interviews

The Conversation

Think of your interview as a formal conversation...

- A two-way street for communication
- A learning opportunity
- A way for the employer to see if you are a good fit
And for you to see if the organization is a good fit for you

Common Types of Interviews

- **Telephone (20-60 minutes):** Screens for minimum qualifications
- **Informational:** Learn from someone employed in the field of interest
- **Behavioral Based:** Interviewer tries to determine how you will react in prescribed situations
- **Case:** Used by management consulting firms and investment banks to solve interesting business problems

Employer Assessment

The employer will consider the following in evaluating your interview:

- Your handshake, attire, eye contact, motivation and energy etc.
- Awareness and Enthusiasm of the company/organization
- Active and Responsive Listening
- A fit between company needs & your talent/SKILLS
- Demonstrated ability to work as a team player
- Attitudes towards work, self & others
- Ability to lead, supervise and manage programs

Employer Assessment Adapted From: UNCW

Knowledge and Research

Be sure to KNOW ...

- Skills needed for the job you are applying for.
- Trends of the field/market.
- Your value to the company (Why are you the best candidate)

Materials

- Resume & Cover Letter
- Portfolio
- Business Card
- Transcripts
- References
- Pen, Professional Pad

Interview Attire

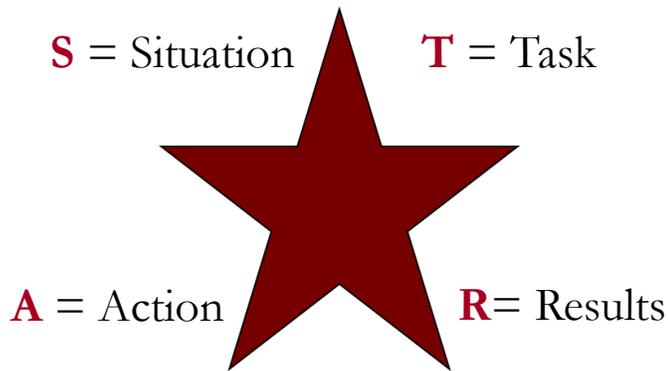
You should ALWAYS wear a business professional suit.

After the Interview

After:

- Send a thank you letter within 24 hours of the interview. Consider mailing a thank you note to supplement your thank you email.
- Fulfill all requests as presented.
- Reevaluate if the job is right for you.

Shoot For the S.T.A.R.!



Situation: Describe the context in which the behavior or action took place.

Task: Describe the context in which the behavior or action took place.

Action: Describe the context in which the behavior or action took place.

Results: Explain your results even if you weren't as successful as you'd hoped, it's important to make it clear that you understand the implica-

Sample Questions:

General Questions

- Tell me about yourself.
- Why did you select your major and how does it fit with your career goals?
- Why should I hire you?
- What are your strengths? Weaknesses?
- Why do you want to work for us?
- What are your long-term goals?
- Describe your working style.
- How do you prefer to be supervised?
- Give some examples of your initiative, willingness to work & leadership skills.
- How well do you work under pressure?
- Do you have any questions for me/us?
- What are you looking for in terms of career Development?
- How would you describe your work style?
- Give me an example of ideas you've implemented?
- What techniques and tools do you use to keep yourself organized?
- Describe yourself in 3 words?
- What is your personal mission statement and how does it relate to our mission?
- Tell me the difference between good and exceptional?

Hot Tips

- Give Examples/Highlight your SKILLS
- Give Honest Answers
- Thank the interviewer for the opportunity

Behavior Questions

- Tell me about a time when you were participating in a team project and somebody dropped the ball. What did you do to help the team finish the project on time?
- What was the last project you headed up, and what was the outcome?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- By providing examples, demonstrate that you can adapt to a wide variety of people, situations, and/ or environments.

Questions to ask Interviewer

- What are the current challenges here?
- What do you do in a typical work day? In a typical week?
- What is the natural career progression for employees with my skill set?
- What are the skills and attributes you value most for someone being hired for this position?
- Where have successful employees previously in this position progressed to within the company?
- When can I expect to hear back from you? What are the next steps?