

# INTERVIEWING

## Interview Tips

- Know yourself, what you want and how you plan to get there
- Research the organization prior to the appointment
- Know what the employer needs, and match your strengths to those needs
- Dress professionally
- Bring resumes, references, writing samples, and any requested materials
- Arrive on time . . . 10 minutes early
- Make allies of everyone
- Concentrate on the first impression: use direct eye contact and a firm handshake
- Establish rapport, be optimistic, sincere, enthusiastic, and open
- Express your willingness to learn and enthusiasm for your profession
- Discuss what YOU can offer them...not what THEY can do for you
- Be yourself

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## Possible Interview Questions

- Tell me about yourself.
- What are your greatest strengths?
- What are your weaknesses/areas you can improve upon?
- What have you done in the past three months to improve in these areas?
- Why are you interested in our organization?
- What college courses did you enjoy the most? The least? Why?
- What activities did you participate in during your college years?
- Who influenced you to pursue a career in \_\_\_\_\_(insert your chosen profession)?
- What was the single greatest highlight of your college career?
- How would a group of your closest friends describe you? Faculty?
- What are some of the objectives you hope to achieve in your first year?
- What do you consider to be some of the most worthwhile innovations presently taking place in \_\_\_\_?
- What do you consider to be the ideal work environment?
- What do you expect from an organization that hires you?

## Behavioral Interview Questions (STAR)

**Situation:** Choose the situation that best fits the focus of the question

**Task:** Explain the task you were trying to complete

**Approach:** What action did you take to complete the task?

**Result:** What was the end result of your actions?

- Give me an example of a time when you had to be relatively quick in coming to a critical decision.
- Provide me with a specific occasion in which you conformed to a policy with which you did not agree.
- Tell me about a goal that you set for yourself and the steps you took to reach it.
- Describe the most significant report/presentation that you had to complete.
- Tell me about a time in which you had to build motivation in your co-workers or those you supervised.
- Explain a situation where you had to go “above and beyond the call of duty” to complete a task.
- Give me an example of a time where you disagreed with a policy/decision of your employer/supervisor.
- Describe a time where your work/performance was criticized by a supervisor.
- Tell me about a time when you had to deal with a difficult customer or co-worker.
- Tell me about the most difficult assignment or responsibility with which you have been tasked.

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## Questions You Can Ask an Employer

- What are the primary goals for this position?
- Where does this position fit in with the mission of the organization?
- How long have you (the interviewer) been with the organization?
- What types of internal/external training opportunities are available?
- Has your organization hired Central Missouri graduates previously?
- What is a typical day in this position?
- What have you most/least liked about working for (name of employer)?
- What are the advancement opportunities with (name of employer)?
- Is this a newly created position or is someone being replaced?
- What are the company goals for the upcoming year and how does this position align with those goals?
- What are some of the typical problems I may encounter in this role?
- How does the rest of the interview process work from here?