

A decorative graphic on the left side of the page consists of a solid black vertical bar. To its right, a bright green shape is layered, resembling a stylized letter 'L' or a series of overlapping horizontal bars of varying lengths. The word 'INTERVIEWING' is printed in a bold, black, serif font, centered horizontally within the green area.

# **INTERVIEWING**

## **SKILLS**

**Office of Career Services**  
University Center, second floor  
Shawnee State University  
740-351-3213

# **THE INTERVIEW**

Video Tapes

Interview Questions

Attitude

Dress/Grooming

Research the company

Research the position

Arrive early with a smile on your face

Listen to the questions ~ answer the questions

Sell your Skills, Experience and Education

Be able to back up your resume

Be prepared when they ask, "Do you have questions for me?"

Thank you notes

The Second Interview

## **QUESTIONS INTERVIEWERS FREQUENTLY ASK**

The questions below are divided into two categories, traditional and behavior-based. You will recognize the difference between the two types of questions immediately. You will need to be prepared for both types of interview questions. The library in Career Services has several books containing additional interview questions. One book contains 1800 questions if you want additional practice.

### **TRADITIONAL INTERVIEW**

1. Tell me about yourself.
2. Why would you like to work for this company?
3. What are your short and long range goals?
4. In what university activities have you participated?
5. What leadership roles have you held?
6. What courses did you like best in college? Least? Why?
7. How has your coursework prepared you for this position?
8. How has your previous work experience prepared you for this position?
9. Why did you choose this particular field of work?
10. What do you do in your spare time for enjoyment?
11. What do you know about our company?
12. Have you read our web page?
13. What are your strengths? Weaknesses?
14. In what geographic area would you like to work?
15. How do you determine when you are successfully doing your job?
16. On what criteria do you wish to be evaluated?
17. In what areas of this job would you expect to be most successful? Least?
18. What can you do for us now? What can we do for you?
19. How did your former employer treat you? Why did you leave that job?
20. What are your plans regarding graduate school?
21. Why was your grade in XYZ course so low?
22. What would your co-workers say about you?
23. What would your former supervisor say about you?
24. Is there anything else I should ask about you? Is there any other information you wish to share?

### **BEHAVIOR BASED**

1. Give me one example of something you did recently demonstrating that you "went the extra mile", doing more than what was expected to get the job done.
2. Tell me about a recent situation in which you functioned as the leader.
3. Tell me about a project you completed recently that made you feel particularly proud.
4. Give me an example of a recent failure, and what you learned from that failure.
5. Describe for me the system you use to keep track of your responsibilities both on and off the job?

6. Tell me about a time that you missed a deadline, and the steps you took to prevent that from happening again?
7. Describe for me a recent situation in which you functioned as a member of a team and successfully completed a project.
8. Give me three examples describing how the coursework you completed will assist your efforts in this position.
9. Give me two examples of how your previous work experience will assist your efforts in this position.
10. Tell me something about our company that you did not know until you read our web page.
11. Describe for me two contributions that you can make to our company immediately upon hire.
12. Describe a problem you encountered recently, and the steps you took to solve that problem.
13. Describe a situation you encountered recently that required research on your part. What were the steps you took to complete that research?
14. Describe an interpersonal conflict with a friend, fellow students, or colleague. What steps did you take to resolve that conflict?