**INTERVIEW PREP 101**

**Congratulations! You've got the interview, but now what? What you do to prepare before an interview is just as important, if not more so, than what you do in the interview.**

**Know Yourself**
Know how your skills, interests, and values relate to the position.

**Know the Organization**
**Research the company** for more information on its mission, products/services, customers/clients, competitors, strategies, market landscape, related current events, and media presence.

**Know Skills Critical for the Position**
Be able to articulate how your skills and qualifications match the position.

**Practice**
Take the time to practice interviewing, either with friends or with a **Mock Interview.**

**Anticipate Difficult Questions**
How can you explain your low grade point average? Why did you change your major three times? Don't try to avoid these questions. Explain the situation honestly and in a positive manner.

**Prepare Questions to Ask**
The end of the interview is usually reserved for your questions. Do not ask generic questions or questions that could easily be found in company literature. Ask questions appropriate for the role of person to whom you are asking. Ask questions to determine if you are a good match for the position and organization.

**Dress Appropriately**
Select clothes appropriate for the type of interview, industry, and organization. Make sure to convey professionalism at all times.

**Sample Interview Questions**

About self:

* Tell me about yourself.
* Why are you interested in this position?
* What are your long and short term goals?
* What do you consider to be your greatest strengths and weaknesses?
* What qualifications do you have to be successful in this role?
* What two or three accomplishments have given you the most satisfaction? Why?
* What do you know about our organization?
* In what type of work environment are you most comfortable?
* What personal strategies do you use to deal with stressful work situations?

How others see you:

* How do you think a professor or employment supervisor would describe you?
* Name three words that others use to describe you.

Communication skills:

* What do you do when you feel like someone is not listening to you?
* Give an example of a time that you communicated something negative to a superior.
* Describe a recent oral presentation that you made. What was the audience and how did you prepare?

Leadership and management skills:

* Describe a volunteer, work, or school experience where you held a leadership position.
* What is the biggest project you ever had to plan? How did you organize it?
* Tell me about a major problem you encountered and how you dealt with it.
* Tell me about a time when you effectively influenced a person or group. Contrast with a time when you were not successful in using your influence.
* Tell me about a time when you backed down on an issue. Why?

Teamwork skills:

* Describe an incident that taught you a lot about building team spirit.
* Tell me about the most diverse team or group you were a part of. What were its strengths?
* Tell me about a time when a team member didn't come through on a promise. How did you approach the person and how was the problem solved?

Creativity and problem solving skills:

* Tell me about a time when you devised a creative solution that was "outside the box".
* Give me an example of a time when you were able to take meaningful action in solving a practical problem.
* What is the most significant improvement you have ever made to a project?
* Tell me about a time when you thought and acted objectively in the course of reacting to an emotionally charged problem or situation.
* Tell me about a major change you attempted which a team or organization wasn't ready for. What did you do?

Conflict resolution skills:

* How do you handle negative feedback?
* Describe a time when you and a co-worker or teammate did not agree. How did you handle the situation? What was the outcome?
* Tell me about a situation in which you disagreed about the direction or idea that your boss suggested.  How did you communicate your disagreement? What was the outcome?

**Sample Questions For You To Ask**

* What qualifications would the ideal person for this job have?
* What is the biggest challenge facing the person you hire for this position?
* What are the three most important things you would expect me to accomplish in my first 30/60/90 days on the job?
* What is the first priority of the person who is hired for this position?
* What are the reporting relationships for this position?
* What are the biggest challenges facing your company in the next few years?
* How would you characterize the corporate culture here?
* How are performances reviews handled here?
* What are the metrics for success?
* What do you like best about working for this company?
* What's the most challenging thing about working for this company?
* If you could make one constructive suggestion to top management, what would it be?
* When you look at people who have been successful, what are their strengths?
* How would you describe a typical day on the job?
* What are the daily duties and work of an intern?
* What are the overlying goals of the program?
* What is the typical career path for someone starting in this role?
* What are the next stages in the interview process? Who will be making the final decision? When?
* What kind of training can I expect in the first three months?
* Would I be assigned to a specific department or rotate throughout the organization?