



# GCMC INTERVIEW PREP GUIDE

GRADUATE CAREER  
MANAGEMENT CENTER



Raymond A. Mason  
School of Business  
WILLIAM & MARY

# CONTENTS

SECTION I: RESEARCH YOU DO PRIOR TO YOUR INTERVIEW	3
SECTION II: RESEARCH ABOUT THE COMPANY & INDUSTRY	4
SECTION III: MOST COMMON BEHAVIORAL INTERVIEW QUESTIONS	5
Behavioral Questions	Error! Bookmark not defined.
SECTION IV: ADDITIONAL RESOURCES	7
1. SAMPLE QUESTIONS TO ASK INTERVIEWERS	7
2. SAMPLES OF THANK YOU NOTES	7
SECTION V: CASE QUESTIONS:	8
YOUR GCMC CAREER ADVISOR	Error! Bookmark not defined.

## SECTION I: RESEARCH YOU DO PRIOR TO YOUR INTERVIEW

### Where to research?

#### MUST READ PRIOR TO THE INTERVIEW:

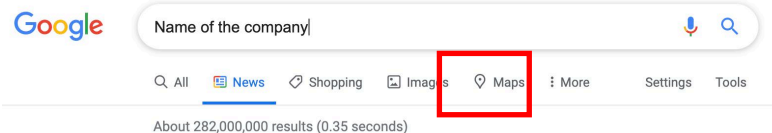
Must read

**A. Main Company website & social media:**

Explore the company website, career page and its social media accounts (LinkedIn, Facebook, Twitter, Instagram, etc.)

**B. Google:** [www.google.com](http://www.google.com)

Read the top articles that displays on google, and check the “news” tab to see what media is talking about regarding the organization:



**C. Glassdoor:** <https://www.glassdoor.com/member/home/index.htm>

Glassdoor is a website where you can see reviews of companies, salary information, interview questions, company reviews and much more.

#### NICE TO READ PRIOR TO THE INTERVIEW:

Nice to read

**D. MarketLine Advantage** – [Click here to access via W&M Library](#)

Amazing summary of companies, with a summarized SWOT analysis

**E. D&B Hoovers** – [Click here to access via W&M Library](#)

Insightful information on more than 162 million businesses, both public and private, around the world. Search by Company Name, Executives, Industry, etc. Business data includes: annual revenues, analyst reports, SWOT reports, financials and other vital information.

**F. Statista:** [Click here to access via W&M Library](#)

Statista gathers statistical information on over 600 industries from over 10,000 different sources, such as market researchers, industry info, trade organizations, scientific publications, and government sources.

**G. FIRSTHAND by Vault:** <https://firsthand.co/>

Make well-informed decisions about your career with an inside look at related industries, professions, and potential employers. With FIRSTHAND, you'll have access to more than 10,000 company profiles and rankings, salary reviews, and career guidebooks—as well as a job search database with thousands of postings.

Below includes basic information that you should have about the company that you are interviewing with. If you don't have any specific information listed on this section prior to the interview, do not hesitate to ask the recruiter. Example of how to ask for this information would be, *"In order to be best prepared for this interview, would you mind sharing an agenda, interview format, and the names of people I will be interviewing with?"* Don't forget to do your own research.

**Company:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Job Description & Link:** \_\_\_\_\_

**Important keywords listed on job description** \_\_\_\_\_

**Type of interview:** \_\_\_\_\_

**Interviewers (Names, Current Job Title, LinkedIn & Additional Information):**

- \_\_\_\_\_
- \_\_\_\_\_

**What will you talk about to show you did your research? Does any of the interviewers have any connections with your interests and background? Alumnus or employers that you've connected with? (Names, Current Job Title, LinkedIn & Additional Information):**

- \_\_\_\_\_
- \_\_\_\_\_

## SECTION II: RESEARCH ABOUT THE COMPANY & INDUSTRY

**In few words, what does the company do?** \_\_\_\_\_

**Products & Services they offer (How do they make their money?):** \_\_\_\_\_

**Revenue & Financial Info:** \_\_\_\_\_

**CEO Name & Background:** \_\_\_\_\_

**Other C-Level Leaders:** \_\_\_\_\_

**Year founded:** \_\_\_\_\_ **| Headquarters & Other locations:** \_\_\_\_\_

**Company website & Social Media:** \_\_\_\_\_

**Social Media: What do the most recent posts talk about?**

\_\_\_\_\_

**Align your responses with the corporation's mission statement & values:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Main Competitors:** \_\_\_\_\_

**SWOT Analysis of the company (utilize D&B Hoovers or Marketline Database via W&M Library):**

- Strength: \_\_\_\_\_
- Weakness: \_\_\_\_\_
- Opportunities: \_\_\_\_\_
- Threats: \_\_\_\_\_

### SECTION III: MOST COMMON BEHAVIORAL INTERVIEW QUESTIONS

#### Common interview questions may include:

#### 1. Tell Me About Yourself? Walk Me Through Your Resume?

1. During an interview, this answer should last between 60 to 90 seconds.
2. Tell your story in an engaging format and connect your experience with keywords listed on the job description, along with the company's culture and core values.
3. Tailor your interview responses to your audience. some companies are less formal and appreciate a sense of humor, and some indicate a more conservative workplace.
4. Always talk about PAST (your previous academic and professional experience), PRESENT (what you are doing now – your advanced degree), AND FUTURE (how your experience will make you a good fit for this company and the role).

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#### 2. Why do you want to work here? Why should we hire you? Why are you interested in this position?

Don't provide general answers that you could copy and paste for any company. For this question, you should show that you did research about the company and discuss how your skills/experience will be a great fit.

Example: I have two main reasons: Reason 1 \_\_\_\_\_ & Reason 2 \_\_\_\_\_

- Explain reason 1(personal) with examples (make it more personal, such as "values of the company aligned with my personal values")
- Explain reason 2 (professional) with examples (make it more professional and mention what you bring to the table)

#### 3. What do you know about this company / industry?

(Research on the company will help you answer this question)

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#### 4. What are your greatest strengths? What 3 words your coworkers would use to describe you?

Highlight the strengths that will be relevant to the job.

Strengths 1: \_\_\_\_\_ | Strengths 2: \_\_\_\_\_ | Strengths 3: \_\_\_\_\_

#### What are your greatest weaknesses or things you can / want to improve?

Choose a weakness that will not prevent you from succeeding in the role. Always mentioned how you've worked to improve upon your weakness or learn a new skill to combat the challenge.

Weakness 1: \_\_\_\_\_ | Weakness 2: \_\_\_\_\_ | Weakness 3: \_\_\_\_\_

#### 5. Tell me about a time you used data to solve a problem? Use Star Method (Situation, Task, Action & Result)

S:

T:

A:

R:

---

**6. Tell me about a time you made a mistake / you failed. How did you deal with the situation?**

Use Star Method (Situation, Task, Action & Result)

**S:**

**T:**

**A:**

**R:**

**7. Tell me about a time you had to give tough feedback to someone / you disagreed with your boss / you had conflict in the workplace. Use Star Method (Situation, Task, Action & Result)**

**S:**

**T:**

**A:**

**R:**

**8. Tell me about a time you displayed leadership in a tough situation / how do you deal with stressful situations? Use Star Method (Situation, Task, Action & Result)**

**S:**

**T:**

**A:**

**R:**

**9. Tell me about a time you went above and beyond. Use Star Method (Situation, Task, Action & Result)**

**S:**

**T:**

**A:**

**R:**

**10. Tell me about a time you had to manage a project with many stakeholders. What tools did you use?**

Use Star Method (Situation, Task, Action & Result)

**S:**

**T:**

**A:**

**R:**

**11. Where do you see yourself in five years?**

**12. Tell me something about you that I can't find on your resume.**

**13. What is your favorite class at school?**

**14. What are your salary expectations?**

\*In addition to the questions above, be sure to research additional questions that the company asked in previous interviews listed on Glassdoor.

## SECTION IV: ADDITIONAL RESOURCES

### 1. SAMPLE QUESTIONS TO ASK INTERVIEWERS

- Can you describe how the team is set up? What is the organizational structure and where does this position fall?
- What do you expect me to accomplish in the first 60 to 90 days?
- How would you describe the culture of the company?
- What are the key priorities for the team and department?
- Is this a newly created position or was there someone in it previously? If someone was in it previously, why did that person move on (and are they still with the company)?
- What can you see as the three most critical priorities assigned if I'm hired for this role?
- What do you think will be the most challenging aspect of this role?
- Can you explain any opportunities for training and development?
- What do you see in my background, education, or skills that makes me a fit for this position?
- What do you like the most and least about working here?
- Do you have any concerns about my ability to perform the tasks for this job? Is there anything that I can clarify?
- **Always ask: What are the next steps of the recruiting process? When should I expect to hear back?**

Don't forget to take notes about the questions asked so you can add personalized thank - you-notes, and your notes could also assist peers and other students in the future.

### 2. SAMPLES OF THANK YOU NOTES

Thank you notes should go to every person you interviewed with, or who you had an interaction with. Note that there are more samples available in the GCMC Career Strategy Guide.

#### Sample 1:

Dear **[Interviewer Name]**,

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position. I'm very excited about the opportunity to join **[Company Name]** and help the team **[mission statement of the company / goal of the company]**.

I appreciated your thoughts/question about **[insert what you talked about during the interview]**.

I look forward to hearing from you about the next steps in the hiring process by **[insert the date they mentioned]**. Please do not hesitate to contact me if I can provide additional information.

Thank you again for the wonderful conversation.

Best,

**[Your Name]**

#### Sample 2:

Dear **[Interviewer Name]**,

Thank you very much for meeting with me to explore the **[Job Title]** role at **[Company Name]**. I am impressed with **[insert what you talked about during the interview]**. Based on everything I have learned through the interview process I am even more excited about the possibility of joining the team. I know this would be an excellent cultural match for me.

I look forward to hearing from you about the next steps in the hiring process by **[insert the date they mentioned]**. Please do not hesitate to contact me if I can provide additional information.

Thank you again for the wonderful conversation.

Best,

**[Your Name]**



## SECTION V: CASE QUESTIONS:

All resources listed on this page are for informational purposes only. GCMC does not endorse or verify any services provided, or information distributed, by third parties. Case interview questions require a different preparation. Please see your advisor for more information. Additional information is available in the GCMC Career Strategy Guide.

### Online Info & Coaching

- [FastMath Crack the Case](#): mental math prep program
- [Firmsconsulting](#): free articles and podcasts in addition to paid subscription content
- [IGotAnOffer](#): online platform dedicated to the preparation of McKinsey case interviews
- [Case Interview Frameworks](#)
- [PrepLounge](#): a great consulting resource that will enable you to practice case interviews via an online platform
- Evisors - for personal coaching on resume & interview preparation
- [Quickhelp/Quickteach](#): This platform allows you to connect with interview practice partners in your local area, such as students at MIT, Tufts, BU, BC, and other universities
- Victor Cheng's [www.caseinterview.com](http://www.caseinterview.com)
- Marc Cosentino's [www.casequestions.com](http://www.casequestions.com)
- [Vault.com](#): Consulting Firm Profiles
- [Consulting Magazine](#)
- **Types of Case Interview Questions** – [Link here](#)

### Books to help you prep for Case Interviews:

- Case in Point – Marc Cosentino
- Case Interview Secrets: A Former McKinsey Interviewer Reveals How to Get Multiple Job Offers in Consulting – Victor Cheng
- How to Get Into the Top Consulting Firms – Tim Darling
- Ace Your Case: Consulting Interviews - WetFeet
- Competitive Advantage – Michael Porter
- Crack the Case – David Ohrvall



# GCMC CAREER ADVISORS

Building your resume is a challenging task but remember the GCMC Career Advisors are here to support you throughout this journey.

**WE'RE HERE  
FOR YOU**

If you want to meet with your GCMC Career Advisor to talk about your resume, we recommend:

1. Find the positions that you want to apply to (3 to 10 at least)
2. Build your resume based on this GCMC Resume Guide (and the positions)
3. Upload your resume on VMock, and target a score of 70+
4. Update your resume based on VMock's feedback
5. Book a session with your GCMC Career Advisor via Handshake
6. Before the session, send your resume in a Word format and the position(s) you want to apply for

**Below you can find more information about the GCMC Career Advisors:**

**Stephanie Rentschler** - Director, Graduate Career Advising & Education

stephanie.rentschler@mason.wm.edu

[linkedin.com/in/snlarson/](https://www.linkedin.com/in/snlarson/)

**Danielle Hennessey** - Associate Director, Graduate Career Advising & Education

Danielle.hennessey@mason.wm.edu

[linkedin.com/in/danielle-hennessey/](https://www.linkedin.com/in/danielle-hennessey/)

**Ari Emmanuel-Wright** - Associate Director, Graduate Career Advising & Education

ari.emmanuel-wright@mason.wm.edu

<https://www.linkedin.com/in/ariannaew/>

**Shontae Taylor** - Associate Director, Graduate Career Advising & Education

shontae.taylor@mason.wm.edu

[linkedin.com/in/dr-shontae-taylor/](https://www.linkedin.com/in/dr-shontae-taylor/)

**Jonathan (JD) Due** - Executive Director, Center for Military Transition

jonathan.due@mason.wm.edu

[linkedin.com/in/jonathan-l-due/](https://www.linkedin.com/in/jonathan-l-due/)

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