

Name: _____
 Section: _____

Date: _____
 Instructor: _____

Questions and Answers

Directions: It is impossible to predict exactly what will be asked in an interview, but there are a few answers that you can prepare ahead of time. Use this chart to practice your answers to these questions. **(40 points)**

Question	Example	Your Answer
<p>“Tell me about yourself.”</p> <ul style="list-style-type: none"> • 1-2 minutes spoken • Your background: academic, work experience, extracurriculars—as they pertain to the job • Why you are there and what you can bring to the job. • Your personal brand 	<p>(Interviewing for an entry-level position in a non-profit organization)</p> <p>My name is Jennifer Smith. I graduated from ABC University with a degree in women’s studies. I started at ABC with a major in biology, thinking I would pursue a career in environmental protection. But then, two things happened. First, I realized that I was more interested in environmental policy rather than the scientific aspect. Then I took an elective in women’s rights, and a light went on for me. I had always supported women’s rights and was amazed that it continues to be an issue currently. Since then, I have been able to volunteer and work on behalf of women’s rights, both for abused and homeless women. I am here today because I believe my demonstrated passion for women’s rights and my experience in non-profit organizations will benefit your organization.</p>	

<p>Can you tell me a little about your strengths and weaknesses?</p> <ul style="list-style-type: none"> Identify 3 strengths—as they pertain to this job. Identify one weakness and how you manage it. 	<p>“My interpersonal skills probably top the chart of my strengths. I thrive on approaching people I don’t know and quickly establishing rapport. I can think on my feet, and I manage stress well. One area that challenges me is of delegating. It’s hard for me to delegate to other people, whether it be a team project for school or on the baseball field. I know this is a problem, so I have trained myself to list the things I must do myself and those that can be passed on. It’s still not easy for me, but I have found that I get more done when I consciously make that determination, and the quality is better.”</p>	
<p>Where do you want to be in 5 years?</p> <ul style="list-style-type: none"> A dreaded question but frequently asked. Be honest but keep in mind that most entry-level positions don’t provide much autonomy. 	<p>“Simply put, my ideal job at this stage in my career is one in which I can learn the products and industry and I can contribute to your success. Eventually, I’d like a job that gives me control over my day, but I know I am not in that position right now, and it will take some time to get there.”</p>	
<p>Can you tell me about your leadership experience?</p> <ul style="list-style-type: none"> Direct leadership – in a student organization Indirect leadership – although not specifically designated a leader, maybe you assumed leadership in a certain situation—a class project, working with a group to plan an event, a recognized leader. <p>Use the mnemonic STAR to provide a framework for your answers:</p>	<p>“I oversaw the committee that was asked to revise our school’s vision as they were transitioning to a co-ed school. There were some issues because not all the faculty agreed with the transition, and we had to get their buy-in within a tight time frame.</p> <p>I quickly realized that I had to include my advisor in each step we took and each meeting we held to communicate the changes. We were able to come to an agreement and meet the deadline. I learned the importance of ongoing communication.”</p>	

<ul style="list-style-type: none"> ✓ Describe the situation or problem clearly ✓ Describe the task about the situation ✓ Describe the actions you took ✓ Describe the result and reflect on the experience honestly 		
<p>Tell me about a time when you were asked to complete a task but didn't have the information you needed. What did you do?</p> <ul style="list-style-type: none"> ✓ They are trying to assess your ability to self-manage ✓ Use the mnemonic STAR to provide a framework for your answers. 	<p>"When I started my summer internship at XYZ Online Marketing, I quickly realized that it was a small organization which meant that I was left to my own devices. I had to figure things out on my own. There was one instance when I had to rely on myself to get the job done. The salespeople were at an off-site conference.</p> <p>When the sales manager called in to get the latest sales figures, I realized I didn't know how to use that system.</p> <p>I knew I could access our prospective client database, but I didn't know if that would give me access to the sales figures. After manipulating the data, I could access, I was able to call him back to give him the information he wanted."</p>	
<p>Tell me about a time when you failed.</p> <ul style="list-style-type: none"> ✓ They are trying to see how you would handle it when a mistake is made on the job. ✓ Use the mnemonic STAR to provide a framework for your answers. 	<p>"When I was a freshman, I had a great campus job, probably one of the best. Unfortunately, I didn't take it seriously. I showed up late, was not properly dressed, and probably showed some attitude. What a shock when I wasn't hired back the next year. It forced me to take a good, hard look at myself and where I was headed. I made the conscious decision to turn my grades and</p>	

	attitude around. I soon discovered that it felt good to do good, and everything was on the upswing from there. I was young but was able to turn myself around.”	
<p>Why should I hire you over the next person?</p> <ul style="list-style-type: none"> ✓ Opportunity to remind them why you are unique and the best person for the job. ✓ Sell yourself again. ✓ Be sure to relate your qualities to the position you are interviewing for! 	<p>“You mentioned that the most important skill you are looking for is the ability to communicate with diverse groups of people, solve problems as well as developed business acumen. My experience at the admissions office required that I field answers quickly to prospective students, parents, and administrators.</p> <p>When the admissions requirements were changed, I was on the committee to communicate the new requirements to new and existing students so that it was understandable and accepted with a minimum of problems. This has enabled me to work with diverse groups of people as well as solve their problems. Finally, my internship at XYZ taught me how a business is run. The nuts and bolts of profit, revenue as well as expenses. As soon as I start here, I will do my best to complete the reports and analysis on time and in such a way as to make them as user-friendly and informative as possible.”</p>	

Use the rubric below for scoring.

Criteria	4	3	2	1
The interview script presents the answers to all the questions in the instructions. (x5)	The interview script presents an excellent record of the answers to all the questions in the instructions.	The interview script presents the answers to all the questions in the instructions.	The interview script presents the answers to more than half of the questions in the instructions.	The interview script presents the answers to less than half of the questions in the instructions.
The interview script shows at least three pieces of additional information compared to the given examples. (x4)	The interview script shows at least three especially insightful pieces of information compared to the given examples.	The interview script shows at least three pieces of additional information compared to the given examples.	The interview script shows at least two additional pieces of information compared to the given examples.	The interview script shows no additional information compared to the given examples.
The assignment uses proper grammar and spelling. (x1)	The assignment has no grammar or spelling errors	The assignment has one grammar or spelling error.	The assignment has two grammar or spelling errors	The assignment has more than two grammar or spelling errors