* Preparing positive examples
* An excellent way to prepare for behavioral questions is to think of a few example stories that can be adapted to many different questions. Identify six to eight examples from your past where you positively demonstrate key characteristics that employers typically seek, such as leadership, communication, and problem solving.
* These examples don’t always come from work experience. Also think of examples from class projects, activities, internships, athletic team participation, community service and/or hobbies that allow you to demonstrate a moment when you really shined!
* Addressing a negative question
* Nobody is perfect, and sometimes interviewers want to know how you handle failure or set- backs in life. In addition to the positive stories you’ve gathered, you’ll also want to have one or two examples of negative experiences ready. As with any interview question that exposes weaknesses or negativity, try to pick examples with positive outcomes or where you learned from the experience.

Appendix A: General Sample Interview Questions

* Tell me about yourself.
  + TIPS: When asked “Tell me about yourself,” answer with your education, experience, and passions relating to the job. Do not give your entire life history!
  + Education
    - I am a student at NKU majoring in cybersecurity and minoring in computer forensics and computer science.
  + Experience
    - Over this past summer, I participated in a program called STEM Ready at NKU. During this program, one of the things I found interesting was data science.
  + Passions
    - I really enjoy all things computers, data, and forensics. I like technology because it’s always changing so there is always room to learn. You can use what you know to figure out the new advancements. I really like finding answers to questions by analyzing data. I like forensics because you’re basically solving a puzzle.
* What are your major strengths?
  + I’d say my biggest strength is positive attitude and following through.
    - With a positive attitude, your day is so much better. I smile often. It also helps everyone to have a better day. Another aspect is following through. If I say I am going to do something, I do it. Even if last minute, I decide I don’t really want to, especially when others are involved in the plan because I want to be respectful and courteous of their time.
* What are your major weaknesses?
  + Public speaking
    - When speaking to new people I get nervous and never know what to say. I am better at written communication than verbal. At my current job, I was very, very reluctant to talking on the phones to clients. However, overtime I kind of just forced myself to do it because I knew I would never get better at it if I didn’t try. Also, I am trying to get better at this by attending new clubs at NKU and talking with those around me.
  + Harsh Self-Criticism
    - For me, if I am doing something I like to try to do it 110%. If I am going to take the time out to do it, I want to do it right instead of having to redo it. However, at times this can lead me to taking a little longer because I am always looking at how to make changes to make it better.
* Why should I hire you over other candidates?
  + I am eager to learn. I feel that I have the necessary soft skills needed. I am a team player and kind. I listen to others.
* What kind of professors did you like?
  + I really like the professors that are willing to help you understand something. There have been a few times I have attended my professor’s office hours to better understand a topic.
* Do you work well under pressure? How do you handle it?
  + Yes, if the pressure is a time constraint, I start by writing a quick plan on how I am going to complete the task such as the order.
* What have you done to show initiative and innovation?
  + In my current place of employment, in my downtime I clean around the hospital such as the breakroom or the windows and doors.
* What supervisory or leadership roles have you had?
* What have been your most satisfying and most disappointing experiences?
* Why did you decide to interview with us?
* What do you know about our organization?
* What interests you about this specific position?
* What qualifications do you have that make you feel you would be successful?
* What have you learned from some of the jobs you have held?
* What is not on your resume that you would like to tell me?
  + I feel that my personality and soft skills aren’t visible on my resume. I have receptionist listed, but not every receptionist is the same. I really try to ensure clients fully understand all their questions and I try to communicate clearly. If I can’t find their answer, I ask someone.
* What have you read recently?
* In what school activities have you participated? Why?
* Which school activities did you enjoy the most?
* How did you spend your vacations while in school?
* If you were starting college all over again, what would you do differently?
* Do you think your extracurricular activities were worth the time you devoted to them? Why?
* What are your long-range/short-range goals? How do you plan to achieve them?
* What do you see yourself doing five years from now?
* Why did you choose the career for which you are preparing?
* If you were hiring a graduate for this position, what qualities would you look for?
* Why did you select NKU?
* What major problem have you encountered and how did you deal with it?
* What have you learned from your mistakes?
* What criteria are you using to evaluate the organization for which you hope to work?
* What other employers are you interviewing with?
* What types of positions are you considering?
* What would be your ideal job?
* Why did you select your major?

Appendix B: Sample Behavioral Interview Questions

Your responses to behavioral interview questions should provide the Context (background) of a specific situation, the Actions you took, and the Results you achieved.

**CAR Method**

**C: Context**

**A: Action**

**R: Result**

Motivation

* Tell me a time when you set a goal and were able to meet or achieve it.
* Describe a situation when you were able to have a positive influence on the actions of others.

Planning and Organizing

* Describe how you handle having your schedule suddenly interrupted.
* Tell me about a time when you worked effectively under pressure.

Decision Making

* Give me an example of a time when you had to be quick in coming to a decision.
* Tell me about a time when you made a bad decision.

Leadership

* Tell me about a time when you had difficulty getting others to accept your ideas. What was your approach?
* Give an example of your ability to build motivation in your co-workers, classmates, or other group members.

Interpersonal Skills

* Tell me about a time when you had to deal with a very upset customer or co-worker.
* Describe a situation in which you were able to effectively “read” another person and guide your actions by your understanding of their needs and values.

Initiative

* Describe a situation when you had to go above and beyond the call of duty to get the job done.
* Give me examples of projects/tasks you started on your own.

Communication

* Tell me about a situation when you had to speak up (be assertive) to get a point across.
* Give an example of a time when you had to use your presentation skills to influence someone’s opinion.

Teamwork

* Tell me about a team experience you found rewarding.
* Describe a team experience you found disappointing. What could you have done to prevent this?

Problem Solving

* Tell me about a time you were creative in solving a problem.
* Describe an instance when you missed an obvious solution to a problem.

Appendix C: Questions for the Interviewer

**Always ask 2-3 questions**

* What are the characteristics of an ideal candidate for this job?
* Could you describe a typical assignment I would be doing?
* What is the work environment like?
* How would you describe your corporation’s personality and management style?
* How is an employee evaluated and promoted?
* What are the most challenging facets of the position?
* What are your expectations for new hires?
* What is the overall structure of the department where the position is located?
* Why should I want to work for your organization instead of another?
* Why did you join and stay with the firm?
* What do you like about working for this organization? What don’t you like?

Thanking the interviewer

* As a matter of courtesy, it is important to send your interviewer a short thank-you letter within 24 hours after the interview. Because hiring decisions can happen quickly, these letters are usually sent by email, but they can be typed or hand-written and mailed to the interviewer(s). A well-written thank-you letter will:
* Remind the employer who you are.
* Impress him or her with your courtesy and follow-through.
* Remind the employer of your background and qualifications.
* Show your enthusiasm and continued interest in the field or specific position discussed.
* Convey to the employer your sincere appreciation for his or her time and consideration.
* If the interviewer indicated a specific time frame by which you should learn of your status as an applicant, be sure to mention that you are looking forward to hearing from him or her by this time.