

**Beginning Interviewing Assignment and Class Activity:****Requires: 45-60 minutes of class time and 60 minutes of time prior to class****1. Prior to the class session scheduled for this activity**

- Provide students with an electronic copy of the Academic and Career Advising Center's Interview Guide. (Spending additional time discussing this resource, and interviewing in general, as a class is recommended and will directly affect the quality and effort of this particular assignment)
- Using the "Beginning Interviewing" assignment (attached), students should choose 5 interview questions from the list and write out answers to 5 of the questions. They should be prepared to deliver and discuss these answers in small groups.
- Students should bring 4 copies of their written answers to class on the day of the scheduled activity.

**2. Group Work in Class (30 min)**

- Assign students to groups of 4.
- Students can start by discussing the process of choosing and answering their 5 questions. How do they feel about their current draft? Was the process difficult or easy? Do they have any questions or issues with the questions? Did any specific questions excite or discourage them?
- Each student will then share the questions they chose and their answers to their groups (they can share and discuss their answers but delivering the answer as if it were a job interview is recommended) while the other group members take notes on the copy provided for them.
- After all four members have finished sharing and each group member has taken notes on the answers provided, the group should discuss each of the questions and the various answers, including strengths and weaknesses and suggestions for improvement. They should try to consider the mindset of the average employer when providing feedback.

**3. Sharing as a Class (30 min)**

- One group at a time, have each student share one question they chose and the answer they had prepared. Then have the group share the feedback on the answer and open it up for the class as a whole to add comments and feedback.
- Try to have as wide of a spread of the various types of questions so the class can hear and discuss as many different questions and answers as possible.
- Consider having the students share the question they chose and their answer without looking at their written answers, to practice delivering their answers in a natural, conversational way.

**Beginning Interviewing Assignment:**

The purpose of this assignment is to begin considering the information employers are going to ask of you across all sorts of perspective industries and endeavors and to prepare for these questions often asked in interviews.

**Choose 5 of the Questions Below**

- Tell us a little about yourself?
- How would you describe yourself?
- How has your education prepared you for your career?
- How would your previous supervisors describe you?
- What are your career plans? Long-range? Short-range?
- What does teamwork mean to you?
- What does quality customer service mean to you?
- Why do you want to work for our organization? (Provide a dream organization for this answer)
- What type of position interests you most?
- What are your three greatest strengths? What about your biggest weakness?
- What two or three things are most important to you in your job?
- What qualifications do you possess that you feel will make you successful in your career?
- Why did you choose your particular major and/or minor?
- Do you have plans for continued study?
- What was the most difficult situation you faced and how did you handle it?
- What have you enjoyed most about your past jobs? Least?
- What have you learned from your mistakes?
- Where do you see yourself five (or 10) years from now?
- Are you willing to relocate? Travel?
- What kind of work environment do you prefer?
- What two or three accomplishments have given you the most satisfaction? Why?
- What do you consider to be your strengths? Weaknesses?
- What extracurricular or outside activities have you pursued while in college? What did you learn from them?
- How would you deal with a conflict between yourself and someone in another office (agency, division) with whom you had to work closely?
- Why should I hire you?
- How do you spend your leisure time - your hobbies and outside interests?
- How do you deal with stress?
- How good are your writing skills?
- Describe your experience working with . . . (choose one of your previous experiences)

**Write 1-2 Paragraph Answers to each of the Questions (Bring four copies to class)**

- Focus on the information that employers you may be interested in may want. What is your target? Is it a job in business, work for a nonprofit service provider, an international position, a research position, entrance into graduate studies? Consider how these factors may affect the kind of information these employers may be looking for.
- When writing your 1-2 paragraph answers for each question, think about whether or not you can deliver that answer in a minute or so, out loud, in an interview.
- When choosing your 5 questions, try to make at least 2 of those questions the ones on the least you are most nervous about answering. Use this assignment as an opportunity to lay those concerns to rest.