Interview Skills Guide / Mock Interview Program

Students: You’ll most likely encounter a Behavioral Interview, where you’ll be asked to give specific and detailed examples of your past experiences and behavior in certain situations. The best way to fearless, confident, and successful interviewing is to be prepared. Review and practice answering the sample questions below, as they are a good representation of the types of questions you might be asked. Please remember…impressive interviews include lots of examples with specific details.

Interviewers: Our goal is to provide students with an authentic interview experience in practice for the real thing. We’ve provided some sample questions below, although feel free to use your own questions. We hope you’ll give feedback for improving interview skills, advice for answering tough questions, and how best to prepare. You may want to use the attached evaluation sheet to write notes, and we encourage you to give each student this guide. Thank you!

Sample Behavioral Interview questions:

Please tell me about yourself.

How did you go about selecting your major?

What has been your favorite class? What class have you disliked the most? Why?

Talk about your greatest strength and greatest weakness.

Tell me about a mistake you’ve made, and how you tried to fix it.

Tell me about the most challenging thing you’ve ever done.

What are two recent accomplishments, one personal, and one academic or professional, you are proud of?

Do you prefer working with teams or alone? Why?

Tell me about two qualities you like and dislike in a coworker.

Tell me about a time when you worked with a classmate who was not doing their share of the work and how did you handle the situation.

Give me an example of a time where you have shown initiative, where you went above and beyond what was expected.

Describe a situation where you had to work under pressure or a strict deadline.

Tell me about a situation in which you have had to adjust to changes over which you had no control. How did you handle it?
What did you enjoy the most and the least about your last job?

Talk about a time when you had to manage several tasks at the same time that will convince me that you are capable of multi-tasking.

What do you do in your spare time?

Describe a situation where you used persuasion to successfully convince someone to see or do things your way.

Have you ever had difficulty with your professor or boss? How did you resolve the situation?

What are the most important rewards you expect in your career?

Tell me about a recent project, within or outside of school, and the contribution you made.

Tell me a time when you took the lead on a team. How did it go - did you meet your project objective and how well did the team work together under your leadership?

Can you describe a time when your work was criticized? How did you handle it?

Tell me about a time when you had to give someone difficult feedback.

How would you go about establishing your credibility quickly within a team?

Give examples of ideas you've had or implemented to solve a problem or improve something.

What techniques and tools do you use to keep yourself organized?

Describe a situation where you had a conflict with another individual. How did you deal with it? What was the outcome? How did you feel about it?

Give me a specific example of something you did that motivated or helped build enthusiasm in others.

How would a previous employer describe you?

What motivates you to put forth your greatest effort?

What do you see yourself doing in 5 years?

**Sample questions that a recruiter might ask that are company specific and don’t apply to a Mock Interview, but students should be prepared to answer:**

- Why should we hire you instead of other equally qualified candidates?
- What do you know about our company? Our competitors?
- What interests you about our company? This job?
- Are there any questions you would like to ask?
- Is there anything more you’d like to add or tell me about you?
Sample questions students can ask when their interviewer asks, “Do you have any questions for me?” It’s recommended that students have at least 2 informed, intelligent questions. (Company research can provide information that can initiate questions.)

What are some upcoming changes, expansions, or new projects within the company?
What is the greatest challenge the company faces right now and in the near future?
What kinds of assignments might I expect during the first few months on the job?
What kinds of projects will I work on?
What kinds of work will I do?
Will I work with senior engineers and/or with other interns?
Please tell me about the people I might be working with.
What would be a typical career path for someone like me entering your company?

Online resources for interview preparations:

http://www.how-to-interview.com/

http://www.quintcareers.com/intvres.html

http://www.quintcareers.com/interview_question_database/

http://jobsearch.about.com/od/college-interviews/a/college-interview-tips.htm

http://theladders.com/carrer-advice/acing-behavioral-interview


http://www.workcoachcafe.com/
Mock Interview Evaluation

Please consider using this form as a guide to provide evaluation and feedback to the student’s Mock Interview performance.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Evaluation/Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared (portfolio, copies of resume, pen, on-time)</td>
<td></td>
</tr>
<tr>
<td>Firm handshake, smile, and dressed for success</td>
<td></td>
</tr>
<tr>
<td>Posture and eye contact</td>
<td></td>
</tr>
<tr>
<td>Gave numerous detailed examples from past experience, including leadership &amp; teamwork</td>
<td></td>
</tr>
<tr>
<td>Recognizes and confident in personal and technical strengths</td>
<td></td>
</tr>
<tr>
<td>Reasons for interest in the field</td>
<td></td>
</tr>
<tr>
<td>Attitude: enthusiastic, positive, respectful, friendly, etc.</td>
<td></td>
</tr>
<tr>
<td>Confident communication skills</td>
<td></td>
</tr>
<tr>
<td>Knowledge of the organization and how he/she can match employer’s needs.</td>
<td>These components don’t apply to a “Mock” Interview, but please emphasize their importance to a real interview.</td>
</tr>
<tr>
<td>Asked intelligent, informed questions of the interviewer.</td>
<td></td>
</tr>
</tbody>
</table>
How to Answer Behavioral Interview Questions

You’ll most likely encounter a Behavioral Interview, where you’ll be asked for examples of your past experiences and behavior in certain situations. Employers want you to give lots of specific details, so they can get to know you better.

The best way to **fearless, confident, and successful interviewing** is to be prepared. Review and practice answering sample questions using the **STAR** method! (Writing them down is a great way to bring them to the forefront of your memory.)

Get a list of sample questions, examples of questions you might want to ask your interviewer, and more online resources to help you prepare: [www.mtu.edu/career](http://www.mtu.edu/career).

---

**STAR—Situation, Task, Action, Result**

<table>
<thead>
<tr>
<th>S</th>
<th>Introduce the scenario to your interviewer. Include: Where</th>
<th>What</th>
<th>When</th>
<th>Why</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>State what they’ve asked you to describe</td>
<td>A problem you solved</td>
<td>A goal you accomplished</td>
<td>A challenge you overcame</td>
<td>A conflict you resolved</td>
</tr>
<tr>
<td>A</td>
<td>Tell what you did to solve your problem, meet your goal, or overcome the challenge</td>
<td>First action you took</td>
<td>What you did next</td>
<td>Steps after that</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Good, or not so good. Sometimes not-so-good results or mistakes are our greatest lessons. Be sure to explain what you learned and how you might apply that lesson in your future work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Visit Career Services to get tips about how to have a great interview - what company reps are looking for, and how to best answer those tough questions.

**Schedule your appointment with HuskyJOBS, or…**

Walk-in to the Learning Center - 12:00 - 4:00 pm, Monday - Friday

220 Administration Building | 906-487-2313 | [www.mtu.edu/career](http://www.mtu.edu/career)