

# How To: Interview

Follow these tips for a successful interview

## Rock the “Tell Me About Yourself” Question

Also referred to as an Elevator Pitch

Introduce yourself, and stick to **professional content** (but don’t repeat your resume):



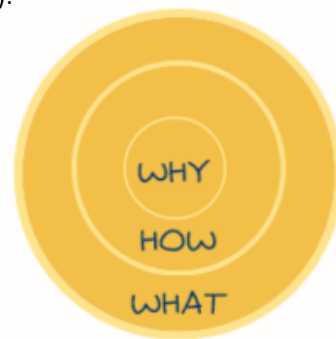
Campus Involvement



Coursework



Work Experience



Mention your **passion** and **personality** (as its relevant to the job):

Include your “How,” “What,” and “Why”

Answer the questions:

Why are you here today?

Why should we hire you?



Refer to Simon Sinek’s “Start with Why” TED Talk video to learn more.

## Use the STAR Method

A structural framework for answering behavioral questions

<b>S</b>	<b>Situation</b> Describe the setting. Provide context. When? Where?	<b>Example</b> "When I started working my marketing internship position at Rattler Marketing Company,
<b>T</b>	<b>Task</b> Describe the challenge, problem, or expectations. What needed to be done? Why?	I wanted to achieve the Intern of the Month title. It was a really motivational challenge, and not all the interns took it seriously, but I really wanted to earn the special intern perks, as well as my picture on the wall.
<b>A</b>	<b>Action</b> Elaborate your specific action. What did <b>you</b> do? How? What tools did you use?	I went out of my way to be helpful to my colleagues, supervisors, and the customers - which I would have done anyway, as I really did like the job and the people I worked with.
<b>R</b>	<b>Result</b> Explain the results, accomplishments, recognition, savings, etc. Quantify.	The last month of my internship, I finally got the honor. It was out of 54 other interns that were there, and it felt great to achieve my goal. I actually ended up getting a full-time offer there-after,
	<b>Moral of the Story</b> Finish by stating the lesson, skill set, or value you gained through the experience.	I think because of my positive attitude and perseverance to achieve my goal."

Give me an example of a goal you reached and tell me how you achieved it.

### Interview Questions

1. Outline how you’ve worked in a group before.
2. Tell me about a time you had to go above and beyond to get a job done.
3. Describe a recent confrontational work situation and how you handled it.

### Mentally Prepare

Bring a “mental filing cabinet” filled with STAR-formatted instances of when you:  
 Acted as a leader,  
 Used the needed abilities,  
 Overcame challenges,  
 Worked in a team



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## Research the Position, Company and Industry

Understand the knowledge, skills, and abilities needed to complete the job

Carefully read the **requirements, duties, tasks, and/or responsibilities** listed on the job description. Prepare STAR examples of your experience to provide proof of your fit as a candidate.



Isolate individual bullet points from the Job Description and prepare specific, relevant STAR based responses. Your interview responses should serve as tailored, “proof” that your skills and abilities will allow you to fulfill the job needs, successfully.

Conduct **Company and Industry Research**. What is the company’s:

History	CEO	Vision	Products	Customers
Competition	Values	Financial State	Culture	Mission

### Interview Questions

1. What are your strengths for this position?
2. What are some of your weaknesses/challenges as they relate to this position? *Make sure to mention your action plan for how you are improving in this area.*
3. Give me an example of how you interact with people around you in a work setting?
4. Tell me about your experience working with (tools or programs listed on Job Description).
5. What experience do you have doing (task listed on Job Description)?
6. What are some of the challenges facing the (relevant company industry) today?
7. Tell me what you know about our: services, customers, and competitors.
8. Based on the knowledge you have of our company’s internal structure, how would you recommend we improve our services?
9. How do you live out our corporate values?
10. Why do you want to work with us?

**Use O\*Net Online**

It is common to come across vague job descriptions that lack detail about specific tasks and abilities needed for the job. Refer to O\*Net Online to find specific information about a job: [ononline.org](http://ononline.org)

## Remember to Bring these Items

Proper Attire, Resume, Portfolio, and a Positive Attitude

Dress in **business professional attire**.

**Men:** Button-up shirt, tie, and polished shoes, coordinated to well-fitted and freshly pressed suit. Trimmed facial hair.

**Women:** Blouse or collared shirt and appropriate height heels, coordinated to well-fitted suit. Appropriate length if skirt-suit. Minimal jewelry and makeup.

Prepare a **list of at least 3 questions** to ask at the end.

Bring a **positive attitude!** Show your enthusiasm for the job.

- Portfolio**  
Holds all the other items
- Resume**  
Bring multiple copies
- USB**  
Showcase your work, or bring physical hardcopies
- Paper & Pen**  
Ensure you answer entire prompt by jotting it down