

GENERAL EMPLOYMENT INTERVIEW HANDOUT

Prioritize asking the questions in **bold**.

The *italicized* questions are optional, field-specific questions.

Questions		Strengths	Ways to Improve
Introductory	Tell me about yourself.		
	What interest you about this position and industry?		
Background—Education, Work Experience, and Extracurricular Activities	How have your education and experience prepared you for this position?		
	What was your favorite class? Why?		
	What leadership roles have you assumed?		
	What was your most successful team collaboration?		
	Of what accomplishment are you most proud?		
Skills and Personal Qualities	What is your greatest strength?		
	What is your greatest weakness?		
	How would your peers describe you?		
	Describe a challenge that you have faced and how you came to overcome it.		
	What is your ideal work environment?		
Career Goals	Why do you think you would like working for our organization?		
	Where do you see yourself in 5 years? 10 years? 20 years?		
OPTIONAL: Customer Service	<i>How would you define good customer service?</i>		
	<i>Have you had to deal with an irate client, customer, or co-worker? How did you handle it?</i>		
	<i>Do you think sales representatives should compete to achieve sales goals?</i>		

OPTIONAL: Marketing	<i>Explain how you would market broccoli to people aged 18-25.</i>		
	<i>Describe a product you think is marketed well. Why? How would you market it better?</i>		
OPTIONAL: Consulting	<i>You are hired as the consultant for a burger place near campus where profits have been declining over the last year. Analyze the situation and provide specific recommendations on how to improve business.</i>		
Optional: Tech/Engineer	<i>Describe your research and internship experience.</i>		
	<i>How important is communication in the work that you have done? Explain.</i>		
Additional Questions	If you were given a million dollars, what would you do with it?		
	What else would you like us to know about you?		
	Do you have any questions for me?		

DISCUSSION POINTS:

CONTENT

- Knowledge of Self—"Why should we hire you?"
- Knowledge of Industry—"Why do you want to work here?"
- Knowledge of Company—"How will you fit in?"
- Ability to be articulate
- Ability to stay focused
- Demonstration of skills—Creativity, Analytical Skills, Ability to work under pressure
- Transitions, Framing
- Appropriate examples—Use of STAR method

DELIVERY

- Body Language—Eye Contact, Fidgeting, Gestures
- Voice—Pace, Volume, Clarity
- Filler Words
- Tone—Professional? Casual?
- Impressions—Anxious? Relaxed? Confident? Enthusiastic?
- Sincerity

NOTES: