



PRACTICING FOR AN INTERVIEW

You will want to be prepared to answer behavioral-based questions and common interview questions. The interviewer will ask questions targeted at the behaviors or qualifications they are looking for from an individual who will fill the position, so preparing for the interview will help you feel more prepared and confident!

1

Highlight keywords in the qualification section of the job description

There's a reason why you feel qualified for this position. But, if the employer doesn't hear you communicate this, then that's a problem. The employer has listed these qualifications for a reason – he/she wants to hire someone who meets or exceeds these qualifications. Be ready to share stories/examples of how you've demonstrated these qualifications in the past.

2

Prepare a list of questions based upon the qualifications and the organization

If one of the qualifications is "Strong communication skills," then the employer will likely ask, "Tell me about a time when you demonstrated strong communication skills." Read through the company site. Pay attention to their mission and values as organizations want to hire individuals who are committed to and support their mission and values.

3

Prepare your stories – Situation, Behavior, Outcome (STAR)

A complete answer to a behavior-based question has three parts:

- **Situation** – Describe the context within which you performed a job or faced a challenge at work.
- **Task** – Describe your responsibility in that situation.
- **Action** – Describe how you completed the task or endeavored to meet the challenge. Focus on what you did rather than what your team, boss or coworker did.
- **Result** – Explain the outcomes or results generated by the action taken. It may be helpful to emphasize what you accomplished, or what you learned.



COMMON INTERVIEW QUESTIONS

- **Behavioral-Based Questions:**

- When was the last time you solved a difficult problem that had significant impact? What was the situation? How did you go about analyzing the problem? What alternative solutions did you consider? Explain how you implemented your solution. What was the outcome?
- Tell me about a time when you worked with a team to solve a problem. What steps did you take? How were you involved? What was the outcome? How would you describe your role on the team?
- Detail an example of when you voiced a concern or disagreement to a co-worker, supervisor, or professor. What was the concern or disagreement? What did you say? What was his/her reaction? What was the outcome of the disagreement?
- Tell me about the most significant project you have worked on in which it was crucial to keep track of details while still managing the “big picture.” What was the project? What skills did you utilize in managing it? How did the project turn out? What feedback did you receive on your management of the task?

- **Common Questions (Not an exhaustive list, but a good place to start!):**

- Tell me about yourself
- What led to your interest in _____ and why did you choose this field?
- Why do you want to work for us and how would you benefit this organization?
- What do you consider as your greatest strength? Greatest weakness?
- Where do you see yourself in 5-10 years? What are your career goals?
- What two or three things are important to you in your role?
- What questions do you have for us?

Wanting to learn more? Check out these resources!

[Answering "Tell Me About Yourself"](#)

[Everything You Need to Know About Answering Behavior Based Questions](#)

[2024 Guide to Most Asked Questions](#)