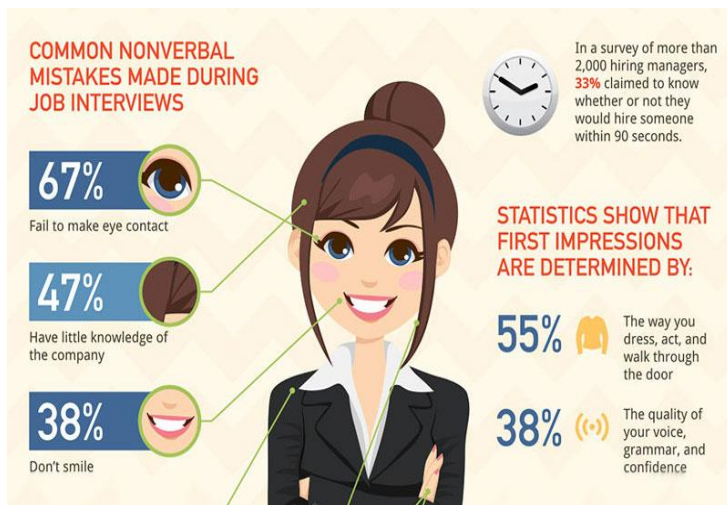
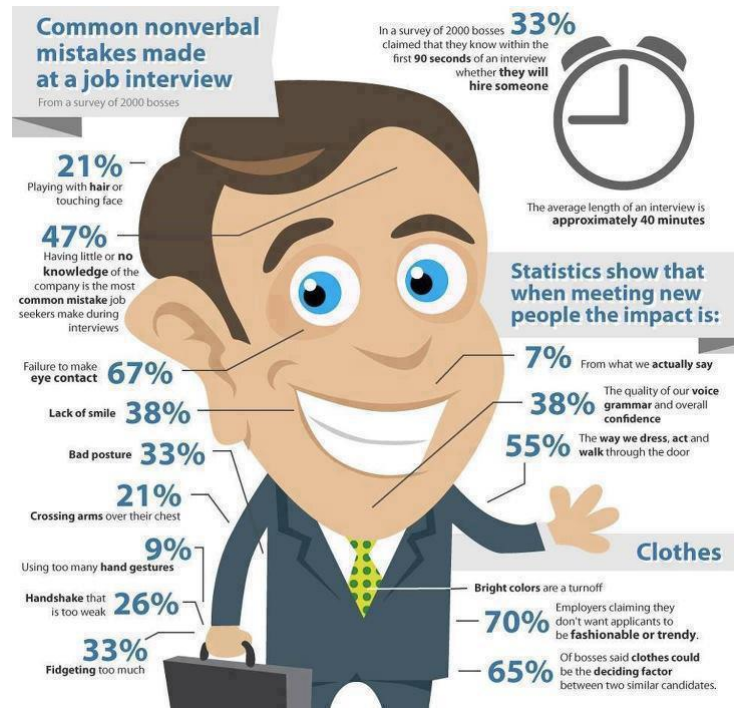


# JOB Interviewing

## Behavioral Based Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you set your sights too high (or too low).



## Top 10 Interviewing Tips

1. Conduct Research on the Employer, Hiring Manager, Job Opportunity
2. Review Common Interview Questions and Prepare Responses
3. Plan your schedule so you arrive 10 to 15 minutes early.
4. Make Good First Impressions to Everyone you Encounter.
5. Look professional. Dress in a manner appropriate to the job.
6. Be Authentic, Upbeat, Focused, Confident, Candid and Concise.
7. Remember Body Language, Avoid Bad Habits: Leave your MP3 player, coffee, soda, or backpack at home or in your car. Turn off your cell phone.
8. Ask Insightful Questions.
9. Sell Yourself Throughout and then Close the Deal.
10. Thank Interviewer(s) in Person, by Email, and/or Postal Mail.

# MOCK INTERVIEW CRITIQUE FORM

Job Applicant \_\_\_\_\_ Interviewer \_\_\_\_\_

Major and/or Position Sought \_\_\_\_\_ Date of Interview \_\_\_\_\_

FIRST IMPRESSIONS/IMAGE & APPEARANCE...		+ √ -
Applicant submits an <b>updated, targeted</b> and <b>professional looking resume</b> prior to the interview		
Applicant expresses <b>optimism and energy</b> in initial greeting; offers a <b>solid handshake</b>		
Applicant is <b>well groomed</b> , has <b>good hygiene</b> and is <b>appropriately dressed</b>		
Applicant <b>smiles</b> and <b>speaks clearly and distinctly</b> ; words are not mumbled		
<i>Additional comments...</i>		

NONVERBAL BEHAVIOR/BODY LANGUAGE...		+ √ -
Applicant demonstrates <b>professionalism</b> ; sits squarely in chair; has <b>good posture</b>		
Applicant demonstrates <b>openness and receptiveness</b> ; open position (arms are not crossed)		
Applicant demonstrates <b>interest and enthusiasm</b> ; leans slightly forward; uses <b>facial expressions</b>		
Applicant demonstrates <b>confidence and attentiveness</b> ; maintains good <b>eye contact</b>		
Applicant maintains <b>poise</b> ; appears <b>relaxed</b> ; doesn't shift and fidget excessively		
<i>Additional comments...</i>		

VERBAL COMMUNICATION/KEY INTERVIEW CONTENT...		+ √ -
Applicant responds with <b>concise, organized and well thought-out</b> answers		
Applicant <b>articulates</b> ideas clearly and uses <b>proper grammar</b> and <b>appropriate vocabulary</b>		
Applicant demonstrates <b>research and understanding</b> of the desired career, position & employer		
Applicant demonstrates <b>self awareness of work values and personal motivators</b>		
Applicant <b>illustrates</b> strengths and skills through <b>specific examples</b>		
Applicant <b>relates past achievements</b> to skills used in the job		
Applicant <b>avoids</b> flat "yes" or "no" answers		
Applicant discusses a weakness honestly but <b>neutralizes</b> it by explaining steps taken to improve		
Applicant <b>asks appropriate questions</b> about the job and employer		
<i>Additional comments...</i>		

CLOSING THE INTERVIEW...		+ √ -
Applicant inquires about <b>timeframe</b> and <b>next actions</b> to be taken		
Applicant thanks interviewer <b>by name</b> and acquires appropriate <b>contact info. for follow-up</b>		
<i>Additional comments...</i>		

BASED ON AN OVERALL IMPRESSION OF YOUR INTERVIEW...		
You're hired!		
You may get the job, but you haven't edged out the competition yet!		
You need more practice and preparation before going on job interviews.		