

INTERVIEW PREP



Reflect on past work, class, and extracurricular experiences for your future interview! Use the STAR method (Situation, Task, Action, Result) as a framework to ensure that you provide the employer with adequate context for each example. Don't limit your examples by only answering the sample questions!

COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Notes and Examples:

1. Tell me about a time that you had to communicate an idea to others. What methods and strategies did you utilize?
2. Tell me about a time when you did not communicate well. What did you learn from it?

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Example Questions:

1. Give an example of a time you showed initiative and took the lead on a project. What were the results?
2. Give an example of a time when you motivated or provided guidance to others.

Notes and Examples:

CAREER AND SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and outside of one's organization.

Example Questions:

1. Why are you interested in this position?
2. What have you done during your time in college to become better prepared for your career?
3. Tell me about a time you received feedback. What did you learn and how have you utilized it?

Notes and Examples:

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Example Questions:

1. Give an example of a time you set a goal and the steps you took to achieve it.
2. Describe a time when you tried to accomplish something and failed. How did you handle the situation?

Notes and Examples:

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CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Example Questions:

1. Tell me about a difficult decision you made and the reasoning you used to make the decision.
2. Tell me about a time when you worked in a situation with unclear guidelines and expectations. How did you accomplish the task?

Notes and Examples:

EQUITY AND INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.

Example Questions:

1. Tell me about a time when you recognized and overcame your own biases.
2. Give me an example of a time when you have worked with people who have different beliefs or values than you.

Notes and Examples:

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Example Question:

1. Tell me about a time when you used technology (tools, programs, etc.)to help you (complete a task, accomplish a goal, or create efficiencies) in a previous role.

Notes and Examples:

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Example Questions:

1. Tell me about a time when you worked on a team. What was your role and impact on the team?
2. Tell me about a time when you successfully built and maintained a relationship with a coworker, client, etc. What were your strategies?

Notes and Examples:

*Adapted from the NACE Career Competencies