

Interview Worksheet

The following worksheet will help you to organize your skills, experience, and “stories” that demonstrate strong examples of life/work experience to back up your interview answers. Use the space below to draft your response to an employer’s interview prompts.

Tell me about yourself...

Possible example: 1) Activities/leadership before CU; 2)...While at CU; 3) Why you want the position/ grad school

Do you have any closing remarks...

Possible example: 1) Thank them; 2) Tell them you’re excited about the opportunity and would really like to have the position; 3) Why you’re a good match for the position

Points (highlights) to sell:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Questions to ask interviewer:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Anticipated Discipline-Specific Questions (i.e. related to your field of study)

1)

2)

3)

4)

Research the company and desired position. Take note of key information that could be discussed in an interview: (i.e. mission, vision, work environment, standards/policies, etc.)

Interview Questions

1. Behavioral Questions have three parts: (STAR)

- 1) **S**ituation : Tell me about a time or situation where...
- 2) **T**ask or **A**ction: How did you handle it?
- 3) **R**esults: What was the outcome/What did you learn from it?

Questions will be geared toward one of the following categories. Interviewers very much dislike hypothetical and vague answers. Have a scenario in mind for each category that will adequately reflect your skill set, work habits, ethics and character in the workplace. It would be good to think of examples that touch on multiple areas. Practice talking through your example and refrain from rambling.

*Technical/Professional Knowledge

*Communication

*Analysis

*Teamwork/Cooperation

*Judgment

*Work Standards

*Ability to Learn

*Planning/Organization

*Initiative

*Customer Services Orientation

*Innovation

*Motivational Fit

*Targeted Selection by Development Dimensions International

Diversity Experience

Stressful Situation

Ethical Situation

Last Mistake

Conflict Management

Gone Above and Beyond

Persuaded Others

Solved a Problem

Brought Value to a Project

Difficult Choice

Greatest Accomplishment

Greatest Failure/Disappointment

Employer/Professor you did not get along with

Handle Interruptions

Interview Questions (continued)

2. **Salary Questions** - Research a range, try not to give a number, consider “any reasonable offer”, etc.
3. **Puzzle Questions** - Think logically and don't panic
4. **Situational Questions** - Clearly articulate how you would handle the situation presented to you
(MMI) Multiple Mini Interviews – possible format: Given 2 minutes to read and consider a prompt, then 5-8 minutes to answer each prompt (for multiple interviewers)
5. **Illegal Questions** - Be aware of illegal questions (age, marital status, children/family, etc). Often times a novice interviewer is simply trying to make conversation and will not realize he/she is asking an illegal question. Rather than answer the question, you could reassure the employer by saying, “*My personal life will not hinder my work performance*”. Or, you may choose to answer the question to prevent embarrassing or disappointing the interviewer.

6. Traditional Questions:

What is your greatest weakness?

Why did you choose this Career?

Why do you want this position / Why should I hire you?

Tell me about Cedarville/Why did you choose Cedarville?

What are your long term/short term goals?

What do you feel you would bring to our company?

If hired, what would be your biggest challenge?

How do you like to spend your free time?

How would you liked to be remembered?

What was your favorite class outside your major?

What is most important in finding the right job?

What would a co-worker say about you?

Are you registered on any social networking sites? How many contacts do you have?

- Make sure your sites are cleaned up and professional – Brand yourself well!

For more information: Contact Career Services at career@cedarville.edu or 937-766-7868