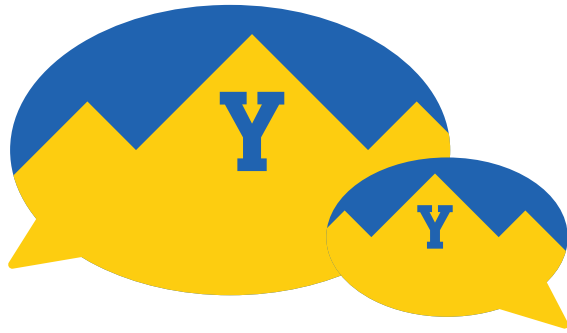


INTERVIEWING



AT A GLANCE...

- Conduct in-person and video mock interviews to sharpen your interviewing skills.
- Practice answering the sample interview questions contained in this handout.

THE INTERVIEW

Would you ever think of performing without practicing? That's what it is like if you do not prepare for an interview. People are watching your performance, taking notes and comparing you to other applicants. Review this handout and visit careers.byu.edu for some great practice tips. Then put them in action and practice, practice, practice! You will be an interviewing pro in no time!

Start by listing attributes that qualify you as an exceptional candidate (your strengths, why you would be an ideal hire, your connections to the company and its goals, etc.). Identify skills that are most important in your industry and focus on them; implement those skills into your answers.

BEHAVIORAL QUESTIONS

Behavioral questions are asked by interviewers to better understand how candidates behave in different situations. They are best answered by providing a brief story that shows evidence of what employers want to know about you, how you act in different circumstances, and your experience working in a variety of situations.

We recommend using the PAR Method to answer behavioral questions.

PROBLEM

Explain the situation

ACTION

What did you do?

RESULT

What happened because of you?

Give me an example of when you showed initiative or took the lead.

The Society of Physics Students had been inactive for a few years, so last semester I found out who the faculty advisor was and approached him about getting the club started up again. I recruited some classmates to fill the various officer positions, and we created flyers and went around to various physics classes to advertise the club. We've had four events this semester, with about 25 students attending each event, and we have an outline of events that we're planning for next semester.

INTERVIEW QUESTIONS

For practice, you can have someone ask you a few of the following questions.

General Questions:

- Tell me a little about yourself.
- Why are you interested in this position?
- What are you passionate about?
- Why are you interested in working for our company?

Creativity:

- Tell me about a problem you have solved in a unique or innovative way.
- What are your goals for the future?
- What motivates you? OR What has motivated you in past positions?

Leadership:

- What are your strengths and weaknesses as a leader?
- Tell me about a time when you were in charge of a team project. What did you do? How did you do it? What was the result of your efforts?

Honesty and Integrity

- How would you respond if a senior coworker asked you to do something that you felt was unethical?
- Why do you want to leave (or have left) your past/current job?

Initiative:

- Give an example of when you showed initiative or took the lead.
- Describe a situation where you have had to overcome a problem or obstacle in order to move forward.

Interpersonal Skills:

- Give an example of when you worked with someone who was difficult to get along with.
- How did you handle it? How did the relationship change?
- How would you describe your ability to work as a member of a team? What is your preferred role on a team?

Planning, Organization, and Time Management:

- How do you prioritize projects and tasks when scheduling your time? Give me some examples.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- How do you handle stress and pressure?

Strengths and Weaknesses:

- What is your greatest weakness?
- What is your greatest strength?

Conclusion:

- Do you have any questions for me?

For additional information on different types of interviews, please reference the following handouts: Panel Interviews, Video Interviews, Case Study Interviews, Phone Interviews, Technical Interviews.