

Interviewing

Would you ever consider going on stage without practicing?
An interview is one of the biggest stages you will ever experience. People are literally watching, taking notes, and comparing you to other applicants. Review the Interviewing handout, and visit careers.byu.edu for some great tips. Then, practice, practice, practice! You will be an all star interviewer in no time!

Have someone ask you a few of the following questions. Then use the rubric on the back to evaluate how well you did. You can also complete a virtual mock interview at bridge.byu.edu (click on "Resources").



Behavioral Questions are best answered by providing an example that shows evidence of what employers want to know about you.

PROBLEM

Explain the situation.

ACTION

What did you do?

RESULT

What happened because of you?

GENERAL QUESTIONS

- Tell me a little bit about yourself.
- Why are you interested in this position?

CREATIVITY

- Tell me about a problem that you've solved in a unique or innovative way.

INITIATIVE

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

LEADERSHIP

- What are your assets and liabilities 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?

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 progress?
- How would you describe your ability to work as a member of a team? What is your preferred role?

PLANNING AND ORGANIZATION/ 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.

HONESTY/INTEGRITY

- How would you respond if a senior co-worker asked you to do something that you felt was unethical?

WEAKNESSES/STRENGTHS

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

CONCLUSION

- Do you have any questions?

interview rubric

	EXCELLENT INTERVIEW	AVERAGE INTERVIEW	INTERVIEWING SKILLS NEED SIGNIFICANT IMPROVEMENT
FIRST IMPRESSIONS	<ul style="list-style-type: none"> • Professional Appearance (wearing a business suit.) • Greet and shake hands with interviewer correctly • Enthusiastic and engaging conversation 	<ul style="list-style-type: none"> • Nice appearance • Appropriate greeting but no hand shake with interviewer. • Enthusiastic and engaging conversation 	<ul style="list-style-type: none"> • Unprofessional appearance (wear jeans) • No greeting or hand shake with interviewer • Non energetic conversation
INTERVIEW CONTENT	<ul style="list-style-type: none"> • Knowledge about the organization and position • Display of poise and confidence • Relate skills to job requirements 	<ul style="list-style-type: none"> • Knowledge of position, but not organization • Display of confidence • State skills but do not relate to job requirements 	<ul style="list-style-type: none"> • No knowledge of position or organization • No display of confidence or poise • Do not state skills
INTERVIEW SKILLS TECHNIQUES	<ul style="list-style-type: none"> • Excellent eye contact with interviewer (without staring) • Appropriate language and grammar (No use of “um”.) • Correct speed of speech 	<ul style="list-style-type: none"> • Adequate eye contact with interviewer • Adequate language and grammar (little use of “um”.) • Speed of speech is a little too slow or fast 	<ul style="list-style-type: none"> • Look at the floor or ceiling when speaking • Inappropriate grammar and language • Speed of speech is too slow or fast
CLOSING	<ul style="list-style-type: none"> • Successfully convey interest in the position • Ask appropriate questions • Thank the interviewer 	<ul style="list-style-type: none"> • Convey some interest in the position • Not prepared to ask questions • Thank the interviewer 	<ul style="list-style-type: none"> • Do not show any interest in the position • Do not ask any questions • Do not thank the interviewer

Source: Amy Diepenbrock. Courtesy of the National Association of Colleges and Employers