General Job/Internship Interview Answer Guide

1. Could you tell me about yourself?

   Students should mention their major/why they chose it, any relevant experience/skills specific to the job, one or two important accomplishments, and why they're excited for this particular job.

2. What interests you in the position?

   Students should be honest about their goals and the match for this position. Show enthusiasm for the job to demonstrate interest in staying with the company for a while.

3. What do you know about our company?

   Students should have researched the company beforehand and relay the fact that they've read the website, articles, company trends, new products/services, awards etc. Students should pick out key areas of interest and mention why it appeals to them.

4. Tell me more about (choose something from their resume). How has it prepared you for this job or internship?

   Students should mention a skill or experience that would transfer to the particular job.

5. Tell me about a time when you had to work with a group to complete a project or goal.

   Students should use the STAR method. Describe the SITUATION or TASK, the ACTION he or she took in the project, and the successful RESULT.

6. Could you share 2 or 3 of your greatest strengths?

   Students should mention their strengths that match the job description or skills in the industry and provide an example of when they used those strengths.

7. Describe a time when you were challenged or put under pressure.

   Students should use the STAR method. Describe the SITUATION or TASK, the ACTION he or she took in the overcoming the challenge, and the successful RESULT.

8. What would you say is your biggest accomplishment to date?

   Students should think about an event or accomplishment that was exceptionally challenging, enjoyable, or satisfying. Choose one that they were heavily involved in, and describe it as a story from start to finish. The interviewer wants to learn not only what they consider a great accomplishment, but also what that accomplishment tells about their skills and what they value.

9. Tell me about a specific time when you had to work in a team and there was a conflict.

   Students should use the STAR method. Describe the SITUATION or TASK, the ACTION they took in the mediating the conflict, and the successful RESULT.

General Job/Internship Interview Answer Guide Cont.

10. What is something about yourself that you try to improve upon (AKA Weakness)?

    Students should think of a genuine weakness and give a specific example of how they are improving upon that weakness. Stay positive and avoid the canned Google answers like "I'm a perfectionist" or "I work too hard." Students should also avoid weaknesses that could make or break the job like not working well with others, personality traits that are difficult to change, or a major duty of the job.

11. Give an example of a time when you lead a project from start to finish.

    Students should use the STAR method. Describe the SITUATION or TASK, the ACTIONS he or she took in the leading the project, and the successful RESULT.

12. Discuss a time when you helped solve a problem in a highly imaginative or innovative way.

    Students should use the STAR method. Describe the SITUATION or TASK, the ACTIONS he or she took in the solving the problem in an innovative way, and the successful RESULT.

13. If you were an animal, what animal would you be?

    There is no right answer to these sorts of questions – it's all about trying to see the student's thought processes, how they handle being put on the spot and their ability to be a little creative. Students should try to tailor their answer to the specific job – for example, students shouldn't say they have the independence of a cat if they're going for a job where being a team player is important—Try not to overthink it and just have fun with it.

14. What are your long-term career goals?

    Students should respond with something along the lines of seeing themselves advancing within that particular company or industry. Ex: "My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute to helping the company succeed."

15. Why should we hire you?

    Students should point out how their assets or strengths meet what the organization needs (as read from the job description). Students should not mention other candidates to make a comparison.

16. What questions can I answer for you?

    Asking good questions are often an indication of the student's interest level in the job. Students should research the company/job duties before the interview and ask at least 2-3 follow-up questions from their research (Examples: asking questions about the company culture, where they see future growth or what the major challenges are ahead.) Avoid asking questions about benefits, pay, or vacation.