



Name: _____
Organization: _____

Sample Interview Questions

Interviewing is itself a skill, and this might be one of your first professional interviews. The NET provides the following list of questions as a resource to professional mentors, but by no means is it mandatory to follow this format. As an interviewer, ask the questions and use the technique that are representative of your industry / line of work.

1. What do you know about __ (the organization or business where you are interviewing) ?
2. Tell me about yourself.
3. Why do you want to intern / work with us?
4. Why do you think you would excel in this position?
5. What sort of skills or interests do you want to develop through this internship?
6. What are your long-term career goals?
7. *(Scenario question)* Tell me about a time when... you have been frustrated or angry at work *(or school if no experience)*? What caused you to get mad and how did you deal with the situation? What did you learn from that experience?
8. Do you have any questions for myself about the internship position, the organization, or anything else about this line of work?



Sample Interview Follow-up Questions for Students

After you've answered all the questions from the interviewer, the interview isn't over. Often times, the most telling portion of the interview is the types of questions that have been asked. It is recommended to prepare 2-3 thoughtful and thought provoking questions to display your knowledge and abilities through the content of the question. We encourage anyone interviewing to write their own questions, and here is a list of questions that other people have asked that they've found helpful. Remember, as much as they are interviewing you, you are interviewing them and determining for yourself whether it's the right fit, and asking strategic questions can distinguish yourself.

Describe your ideal candidate for this position.

"What qualities did the person who held this job previously have that you'd like to maintain? 'What are the most important qualities that the person filling this job should have?'"

"In regards to this internship, what's your definition of success?"

"For this internship, what would you like them to do or accomplish on a typical day?"

Research the individual conducting the interview and ask a question based on your research.

For example, "Based on your internet presence, I noticed that you made, what some would consider, a career shift. What factors went into that decision and how were you able to take your experiences and apply them to this new setting?"

Ask the interviewer about the qualities and characteristics that make the organization a place where they keep coming back to work.

Identify how they deal with change and adversity. "can you tell me about a time when you struggled with a program or a project here, & how did the organization support you through it?"

"As a pivotal member of this organization, what worries you and keeps you awake at night?"

Write down two questions that you want to use in your next interview:



21st Century Professional Soft Skills

Circle or underline the words that describe you, **put a question mark** next to words you do not understand, and **put an x** next to the words you want to target for improvement or growth.

<u>Personal Mindset</u> Accepting Adaptable to Change Agile / Flexible Autonomous Conscientiousness Dedicated / Focused Dependable / Reliable Determined / Willpowered Diligent / Resolved Driven / Motivated Gritty Independent / Self-Sufficient Perseverant / Resilient Persistent / Tenacious Self-Controlled Self-Disciplined Self-Regulated Work Ethic	<u>Planning for Success</u> Ambitious Aspirational Assertive Decided Goal Oriented Goal-Setter Motivated Multi-Tasker Ordered Organized Planner Prepared Prompt Punctual Ready Self-Reliant Structured Time Manager	<u>Social Awareness</u> Adapts to Situations Agreeable Altruistic Appreciative / Courteous Caring / Friendly Code-Switching Compassionate Concerned / Empathetic Considerate Culturally Competent Diverse Emotionally Intelligent Ethical Grateful / Thankful Open Perceptive Sensitive / Thoughtful Social
<u>Verbal Communication</u> Active Listener Articulate Attentive Coherent Convincing Eloquent Expressive Eye Contact Listening Negotiator / Persuasive Presenter Pronunciator Speaking Talking Vocalizing	<u>Collaboration</u> Accommodating Accountable Conflict Resolver Contributor Cooperator Dependable Helpful Interactive Interdependent Participatory Reliable Responsible Supportive Team Player Trustworthy	<u>Problem Solving</u> Analytical Calculated / Methodical Cognitive Conclusive / Results oriented Creative / Imaginative Critical Thinker Deliberate Decision Maker Information Manager Innovative / Inquisitive Investigative/Problem Solver Logical / Reasoned Premeditated Process Oriented Strategic Thinker Troubleshooter



Finding the words to tell your story.

Sometimes we know what we want to say but aren't sure how or which words to use. Circle all the words and phrases that describe you.

<p>Adventurous: I take risks.</p> <p>Ambitious: I am driven to succeed.</p> <p>Approachable: I work well with others.</p> <p>Autonomous: I use initiative.</p> <p>Calm: I stay levelheaded in a crisis.</p> <p>Charismatic: I can be a leader when need be.</p> <p>Cheerful: I develop a positive work environment.</p> <p>Clever: I can juggle multiple tasks.</p> <p>Competitive: I thrive under pressure.</p> <p>Confident: I am not afraid to ask questions.</p> <p>Cooperative: I get along well in a team setting.</p> <p>Courteous: I care about workplace atmosphere.</p> <p>Creative: I think outside the box.</p> <p>Curiosity: I am eager to learn.</p> <p>Determined: I am self-motivated.</p> <p>Devoted: I am committed to the company's success.</p> <p>Diligent: I always work my hardest.</p> <p>Easygoing: I easily adapt to new situations.</p> <p>Educated: I possess formal training.</p> <p>Efficient: I have very quick turnover time.</p> <p>Eloquent: I have strong communication skills.</p> <p>Energetic: I am able to work long and hard hours.</p> <p>Enthusiastic: I put my all into every project.</p> <p>Flexible: I am able to adapt my priorities.</p> <p>Focused: I am goal-oriented.</p>	<p>Friendly: I am easy to work with.</p> <p>Honest: I value integrity.</p> <p>Imaginative: I am inventive in my work process.</p> <p>Independent: I need little direction.</p> <p>Inexperienced: I am a blank pallet.</p> <p>Inquisitive: I am excellent at gathering information.</p> <p>Insightful: I can read between the lines.</p> <p>Intuitive: I can sense when there is a problem.</p> <p>Meticulous: I pay attention to the small details.</p> <p>Open-minded: I take constructive criticism well.</p> <p>Opinionated: I am comfortable voicing opinions.</p> <p>Organized: I am a meticulous planner.</p> <p>Patient: I am not easily ruffled.</p> <p>Perceptive: I can read people effortlessly.</p> <p>Persuasive: I am a natural salesperson.</p> <p>Procedural: I work best with structure.</p> <p>Punctual: I have great time management skills.</p> <p>Quiet: I am a great listener.</p> <p>Relaxed: I do not stress easily.</p> <p>Resourceful: I use every tool at hand.</p> <p>Responsible: I always finish a task on time.</p> <p>Talkative: I am comfortable initiating a dialogue.</p> <p>Technological: I am industrially savvy.</p>
--	---



Consider Your Story

Interviewing is a chance to make a first impression, which while it can feel like a lot of pressure, but it's also a chance for you to tell your story. Once you've 1) researched the organization you're interviewing with, 2) reviewed the sample questions, 3) identified 2-3 questions that you have for them, 4) consider your story. Interviewing is about telling your story in the way that only you can, and its about supporting your statements with evidence. In the left column, write down at least five of the characteristics, the values, and the identities that make you a strong candidate for this position, and on the right, list your evidence (stories, awards, accomplishments, etc) that you can share to enrich your story.

<i>What makes you, you?</i>	<i>Evidence & Examples</i>