

# INTERVIEW PREPARATION

## Common Questions

- Tell me about yourself.
  - Focus on college experience—how you chose App, major.
  - Experience in coursework/projects
  - Experience in part-time work, clubs, organizations, volunteering
  - Interests/hobbies outside of class (focus less on this and more on other experience)
  - Close with how these experiences have led to the next step of applying to internship/job
- What are your strengths?
  - Always back up strengths with experiences
- Why do you want to work for XYZ?
- Describe an ideal work environment.
- How do you define leadership? What is your leadership style?
- What do you do to make sure you meet important deadlines?
- Describe a difficult work situation / project and how you overcame it.
- Can you tell us about a time in which teamwork was essential to your organization's success?
- How do you handle stress and pressure?
- How would you define success?
- Describe a weakness you need to improve?
  - Focus on a real challenge that you have faced as a result of your weakness
  - Describe how you have seen the weakness affect an area—academics, work, etc.,
  - How have you adapted to improve upon the weakness in a real setting
- What are your long-term professional goals?
- What is your greatest achievement and why?

## General Interviewing Strategy Tips

- Anticipate specific questions that you expect will be difficult for you. For many people, open-ended questions (e.g., “Tell me about yourself”) or negative questions (“Tell me about a supervisor you didn't get along with”) can be especially challenging. Preparing for these questions and practicing your answers can help ensure that you won't freeze up during the interview. You may also want to focus on areas that might be especially challenging for your unique situation.
- Prepare stories about yourself: your experiences, skills and personal qualities. You cannot anticipate every interview question, but if you've spent some time reflecting on your background and preparing stories that illustrate key points and skills, you're less likely to be caught off-guard by unexpected questions.
- Share concrete examples to back up your assertions, rather than making unsubstantiated claims. Examples from past experiences will help convince an employer that you can do what they need done, because you demonstrate that you've done it in the past.
- Do your homework on the industry and the organization to ensure that your answers are relevant to the specific situation.
- Utilize [Glassdoor](#) to type in career titles and research common interview questions

## How to Prepare for Interviews

- Identify six to eight examples from your past experience where you demonstrated top behaviors and skills that employers typically seek and skills specific to your intended industry. Think in terms of examples that will showcase your top selling points.
- Include both positive and negative examples. Positive examples include accomplishments, meeting goals, multi-tasking, or improving a process. Negative examples should be situations that started out negatively but either ended positively or you made the best of the outcome.
- Vary your examples; don't take them all from just one area of your life. Examples include group

- projects/coursework, part-time or full-time work, internship, volunteer, clubs and organizations.
- Use fairly recent examples, examples from high school may be too long ago.
- Describe examples in story form using the STAR Method.

<b>Situation/Task</b>	<ul style="list-style-type: none"> <li>• Describe the <b>situation</b>. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give details about <b>tasks</b> you completed for the interviewer to understand. This situation can be from a previous job, internship, volunteer experience, or any relevant event.</li> </ul>
<b>Action you took</b>	<ul style="list-style-type: none"> <li>• Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don't tell what you might do, tell what you did.</li> </ul>
<b>Results you achieved</b>	<ul style="list-style-type: none"> <li>• What happened? How did the event end? What did you accomplish? What did you learn?</li> </ul>

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### Telephone Interviews

Because of time and cost, phone interviews are often your first conversation with employers. Many of the same general strategies and tips apply, but there are a few additional considerations with a telephone interview. Here is an article that gives some great suggestions. [Telephone Interview Preparation](#)

### Video Interviews

Instead of phone interviews, some companies have begun to move toward preliminary interviews using video chat tools like Skype or Zoom. Much of the advice for in-person and phone interviews remains the same for video interviews, but extra preparation should be taken to ensure that things like the computer you will be using and the chat software are operating properly. You don't want to mess up or miss your interview simply because of a technology issue. It is also important to consider the placement of your webcam, and to look into the camera while you're speaking (easier said than done). A great tip is to position the video window with your interviewer's picture directly beneath the webcam, in order to best simulate 'normal' conditions for good eye-contact.

[Big Interview Practice Interview System for AppState Students](#)

### Artificial Intelligence Interviews (One-Way Interviews)

Some companies are moving towards using Artificial Intelligence (AI) Interviewing, also called "one-way interviews" because there is no live person on the other end of the video. While there are drawbacks to this approach (namely, the lack of personal connections at this stage), this style also allows more applicants to interview

and companies suggest it can reduce discrimination in the process. As a plus on the applicant side, you also have the chance to re-record answers on most platforms!

What is it? In this process, applicants will record their answers to interview questions. A software system will then analyze word choice, tone, and facial expression. For a preview, watch [this video](#) from CNBC. Common platforms include: HireVue, Pymetrics, Montage, and Mya.

**Tips for Success:**

- Dress professionally
- Set the stage (quiet, no distractions; clean and simple background)
- Find a space with bright lighting
- Make eye contact with the camera (note: the camera is above your screen!)
- Use exaggerated facial expressions (smile, AI will pick up on this!)
- Take time to think about each question before responding, re-record if needed
- Don't use abbreviations or text speak
- Speak clearly and with good grammar