



VE Interview Procedures and Questions

Students should approach you and introduce themselves to you when they come in.

“Hello, my name is _____. I am here to interview for the position of _____.”

Please follow with a response to them and a handshake as you ask them to take a seat. Feel free to spend a minute or so with casual conversation before beginning the interview by asking some of the following sample questions, or your own questions as you see fit. Time-permitting, feel free to place any comments in space provided.

1. Tell me about yourself.
2. What classes and/or work experience have prepared you for this position?
3. What ideas do you have for the firm and the position?
4. Describe a situation when you have been able to use your problem-solving skills to resolve a conflict.
5. Share one of your weaknesses and what you have done, or what you are doing to overcome it.
6. Give me three reasons why you are the best candidate for this position.

Add your own questions if you'd like, or consider asking the candidates if they have any questions for you.

- 1.
- 2.

Be aware of the time frame given for the interview (approx 15 minutes).

Initiate a thank you at the end of the interview.

Please fill out an evaluation rubric after they leave (time-permitting).



Candidate:		Position(s):		
Interviewer:		Date:		
First Impression/ Introductions	Greeting/handshake absent, low energy, little or no eye contact, forgot resume and/or in poor conditions 1-2 points	Greeting/handshake is present, moderate energy, decent eye contact, provided resume upon request 3-4 points	Greeting/handshake is present, high energy, excellent eye contact, offered high quality resume upon arriving 5 points	_____/5
Professionalism	Student is not dressed appropriately, inappropriate body language 1-2 points	Student wears appropriate clothing, body language is slightly inappropriate 3-4 points	Student is dressed professionally, excellent manners and body language used 5 points	_____/5
Voice/Poise	Inappropriate vocabulary and grammar are used, speech too fast or too slow, low confidence 1-2 points	Adequate vocabulary and grammar are used, average confidence 3-4 points	Excellent vocabulary and grammar are used, highly confident without being arrogant 5 points	_____/5
Interview Content	Not knowledgeable about the firm and/or position, lack of preparation, does not seem qualified, little or no examples given 1-5 points	Somewhat knowledgeable about firm and/or position, average preparation evident, some skills or qualifications evident, shared some examples and stories 6-10 points	Extremely knowledgeable about firm and/or position, great deal of preparation evident, highly qualified, shared relevant examples and stories without being asked 11-15 points	_____/15
Closing	Does not show any interest in position/firm, does not ask questions, does not say thank you 1-2 points	Conveys some interest in position/firm, not fully prepared to ask questions, thanks the interviewer 3-4 points	Successfully conveys interest in position/firm, asks appropriate questions, sincerely thanks the interviewer 5 points	_____/5
Total Score:				_____/35

Please use the space below or the back of this sheet to share any comments or suggestions: