

## Exercise - Tool #8: Preparing for an Interview

The best preparation for an interview is practice! You have already identified your skills (your “Tell it” bullet points) and listed some of your experiences (your “Share it” stories), and an interview is the place where you can really highlight these in detail. Although you will not know for sure what questions you will be asked in an interview, there are some common types of questions you can prepare for by thinking through your responses and saying them out loud. Use the space below to write down notes about how you might answer these questions, based on your bullet points and stories, and then have a friend ask you the questions so you can practice responding verbally.

### Opening Questions

- ⇒ Tell me about yourself (remember your elevator speech, tool #3!).
  
- ⇒ Why are you interested in this position (and/or working for this company/organization)?
  
- ⇒ What would you bring to this position?

### Behavioral Questions

- ⇒ Tell me about a time you had to think creatively to solve a problem.
  
- ⇒ Give me an example of something you have done that shows initiative.
  
- ⇒ Have you ever made a mistake? How did you handle it?
  
- ⇒ Give an example of how you worked on a team.
  
- ⇒ What do you do if you disagree with someone at work?

### Personality / Work Habits Questions

- ⇒ What are your strengths and weaknesses?
  
- ⇒ How would your friends describe you?



- ⇒ What type of work environment do you prefer?
  
- ⇒ What are some of your short- and long-term goals?
  
- ⇒ What tools or habits do you use to keep organized?

### **Skills Questions**

- ⇒ Describe your experience with [relevant software/equipment/subject matter]. What have you used it for?
  
- ⇒ What skills would you bring to this position/company/organization?
  
- ⇒ Describe the most challenging written technical report or presentation that you have had to complete.
  
- ⇒ Give me an example of a time when you applied analytical techniques to define a problem and come up with a solution.
  
- ⇒ What are you doing to stay up-to-date with the latest technology?
  
- ⇒ Tell us about a time when you used your engineering skills to solve a real life problem.

**Don't forget to schedule mock interviews with your career professionals on campus as well!**

