

Mock Interview Questions

- Tell me about yourself
- What do you consider to be your greatest strength?
- Can you name some weaknesses?
- Have you ever had difficulty getting along with a former professor / supervisor / co-worker and how did you handle it?
- Where do you want to be in five years? Ten years?
- Do your grades accurately reflect your ability? Why or why not?
- Give an example of a time in which you worked under deadline pressure
- Have you ever done any volunteer work? What kind?
- Do you prefer to work under supervision or on your own and why?
- Do you prefer large or small organizations? Why?
- What goals have you set for yourself? How are you planning to achieve them?
- What work or volunteer experience has been the most valuable to you and why?
- What has been your greatest challenge (work/college/personal)?
- Tell me about a situation when you had to persuade another person to your point of view.
- Tell me about a creative solution you developed in approaching a problem or situation.
- Is there anything else I should know about you?
- Why should I hire you over the other applicants?

DO'S AND DON'TS

BEFORE AND DURING INTERVIEWS

DO:

- Arrive early
 - Do a trial run if you're not familiar with the area
- Know something about the company for which you are applying for a job (research online, etc.)
- Treat all people you encounter with courtesy and respect
- Come to the interview alone without I phones or other visible electronic equipment (Leave in your car)
- Avoid eating, chewing gum, or smoking in the interview area
- Shake hands firmly
- Sit down only after the employer has indicated that you do so
- Know the names of the persons conducting the interview and refer to them by name
- Sit up straight
- Take time to collect your thoughts before answering the questions clearly, concisely, and honestly. Avoid interrupting the interviewer
- Maintain eye contact
- Stay focused on a professional interview. Avoid discussing your personal, domestic, or financial problems or criticizing your former employers
- Use correct grammar
- Be positive and enthusiastic; show interest
- Thank the interviewer before leaving. Shake hands firmly

Don't's:

- Don't arrive late
- Don't treat the people you encounter disrespectfully
- Don't come to the interview with electronic devices
 - I phones, I pads, etc.
- Don't come to the interview chewing gum, eating, or smoking
- Failure to look the interviewer in the eye
- Failure to have a firm handshake when meeting and exiting
- Failure to have knowledge of the company and/or position
- Failure to ask questions
 - Good Questions:
 - What type of person are you looking to fill the position?
 - What are the strengths of the organization or department?
 - What are the career opportunities from someone entering this position?
 - How large is the department?
 - What are the prospects for promotion in the future? What are some qualities or accomplishments you would consider important for promotion?
 - What is the management philosophy of this organization?
 - Is continuing education encouraged?
 - Generally, what percentage of time will be devoted to each of my responsibilities?
- Failure to sit up straight and stay attentive (poor body language)

SAMPLE THANK YOU LETTER

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature

Your Typed Name