

### Sample Interview Questions:

- 1) How would you describe yourself?
- 2) Why did you select your college or university?
- 3) What led you to choose your field of study?
- 4) Where do you see yourself in 5 years? 10 years?
- 5) How do you determine or evaluate success?
- 6) What are the most important rewards you expect from your career?
- 7) What are your strengths and weaknesses?
- 8) Why should we hire you?
- 9) How has your college career prepared you for a professional career?
- 10) What qualities would you want in your supervisor?
- 11) Describe your most rewarding college experience.
- 12) How do you work under pressure?
- 13) What do you know about our company?
- 14) What have you learned from your mistakes?
- 15) Why was there a gap in your employment between [date] and [date]?
- 16) What can you offer that another candidate can't?
- 17) Talk about an accomplishment you're proud of.
- 18) What motivates you?
- 19) Who's your mentor?
- 20) What questions do you have for me?

### Illegal Interview Question Topics:

- a. Impairments or disabilities
- b. Mental health issues
- c. Age/date of birth
- d. Marital status
- e. Parental status
- f. Arrest history
- g. National origin
- h. Religion

### Questions to Ask Employers:

1. Six months from now, how would you know you hired the right person?
2. What do you enjoy most about working here?
3. What are the opportunities for growth and advancement?
4. What are some of the challenges with this position?
5. When can I expect to hear back?

### Sample Behavioral Interview Questions:

- 1) Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- 2) Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- 3) Give me an example of a time when you set a goal and were able to meet or achieve it.
- 4) Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- 5) Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- 6) Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- 7) Give me an example of a time when you had to make a split second decision.
- 8) What is your typical way of dealing with conflict? Give me an example.
- 9) Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- 10) Tell me about a difficult decision you've made in the last year.
- 11) Give me an example of when you showed initiative and took the lead.
- 12) Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- 13) Give me an example of a time when you motivated others.
- 14) Tell me about a time when you delegated a project effectively.
- 15) Describe a time when you anticipated potential problems and developed preventive measures.

### STAR Technique for Behavioral Questions:

**Situation:** Describe the situation that you were in

**Task:** Identify the task or problem

**Action:** Explain the specific action you took

**Results:** Describe the results of your action

### **Interviewing Tips: Put Your Best Foot Forward**

- Review the position description to make sure you're familiar with what's expected.
- Research the company/ position and prepare pertinent questions.
- Dress in appropriate professional attire and groom yourself well.
- Bring extra copies of your resume to the interview.
- Arrive 10-15 minutes early.
- Remember to smile and be positive!
- Be courteous to everyone you meet.
- Turn off all electronic devices.
- Offer a firm handshake.
- Use good posture, make eye contact, and watch your body language.
- Allow yourself to pause for a few seconds to process the question before responding.
- Thank the interviewer(s) for the opportunity!

### **After the Interview: Follow Up!**

- Send a thank-you note within 24 hours.
- Keep records of important dates and details for follow-up.
- Evaluate your performance:
  - How well did you answer questions?
  - What did you find difficult?
  - How well did you ask questions?
  - What can you do to improve?

### **Mock Interviews**

The Career Center offers mock interview to help you practice for any job, graduate school, or professional program interview. Mock Interviews involve an interviewing role-play session followed by a critiquing session. The session is usually completed in an hour. We ask that you submit a resume and job description to the front desk so the staff member conducting the interview can prepare and structure an interview that is industry-specific. We also ask that you dress the part, as interview attire will be discussed and critiqued as well.

### **Telephone Interviews**

Telephone interviews are usually prearranged and involve a conference call with one or more individuals from Human Resources and management. As you are not able to communicate face-to-face, it is important to present yourself in the best possible way.

- Ensure you are prepared and ready to take notes
- Ensure you are in a totally quiet, private space free from background noise.
- Follow the interviewing tips to prepare for your interview.
- Write down the names of the interviewer(s) and ask how to spell them if necessary.

### **Video Conference (Skype) Interviews**

Potential employers may request this type of interview for long-distance applicants, which is just as important as if you were meeting the interviewer in his or her office.

- Always do a test run with your equipment prior to the interview.
- Be prepared to have a telephone interview at short notice if there are technical problems.
- Ensure you are properly dressed and that the area behind you is clean and free from distractions.
- Be aware that the microphone picks up all noise in the room. Don't tap your pen or shuffle papers.
- Make eye contact with the camera, not your computer screen. Otherwise, the camera will focus on the top of your head instead of your face or eyes, which is a missed opportunity to build rapport.
- Use picture-in-picture to see how you appear.
- Follow interviewing tips to prepare.

### **InterviewStream**

This Career Center service gives you the ability to practice, save, and conduct online interviews from any computer with webcam capabilities. Find out more at [www.career.olemiss.edu](http://www.career.olemiss.edu).