

### PREPARING FOR THE INTERVIEW

Practicing answers to interview questions does not mean you should memorize exact answers and recite them during an interview. Working with common questions and your answers will help you to get comfortable with the interview process and the type of information you would ideally share in an interview. This will help you to clearly articulate answers to any question.

Major Area	Typical Questions	How to Prepare
<p>Are you focused? Can you articulate your career goals and how your skills, interests, and background support your career aspirations?</p>	<p>Typical questions asked around this area of concern include:</p> <p>What do you see yourself doing in five years? Describe your ideal job. <u>For undergraduates:</u> What classes did you enjoy the most/least, why? Do you plan to return to school for further education?</p>	<p>Take some time for self-reflection. Do not just say what they want to hear, really think about what direction you want your career to take, what you want from a job, etc.</p> <p>If the job is a good fit for you, there will be an intersection between your honest answers and what you will get out of that job.</p>
<p>Do you know about the organization? Have you taken the time to learn about the company? Do you find the company's work to be important and interesting?</p>	<p>Typical questions asked include:</p> <p>Why are you interested in our organization? What do you know about our services/products? In what type of setting do you best work? (Do you need few interruptions, do you like working in groups or individually, etc.)</p>	<p>The key for these questions is to do your research.</p> <p>Company's website – look at their services; review the staff job titles or biographies if available, etc.</p> <p>Search online for articles that discuss the company or industry.</p> <p>Attend a Career &amp; Internship Fair meet with recruiters from local organizations.</p> <p>Ask around. People you know may be familiar with the organization; get their perspectives.</p>
<p>Are you qualified for this position? Do you understand the nature of the position and have appropriate qualifications? How do you operate in a work environment? How do you interact with others?</p>	<p>Typical questions include:</p> <p>What are your greatest strengths and weaknesses? How does your background relate to the position? Do you prefer to be directly supervised or to work independently? What have you learned from some of your previous jobs and activities?</p>	<p>Identify your transferable skills. You may not have had a job that is directly related, but you have built skills that employers want.</p> <p>Are you a good communicator? When have you demonstrated that previously? Are you organized?</p> <p>When did you complete a project/assignment or organize an event that required you to juggle many tasks and keep track of multiple deadlines?</p>