

# Interview

When answering interview questions, personalize your responses to fit your background and experience. Practice how you would respond to these questions, but don't memorize the answers. This list is just a sample of some of the questions you might be asked. The Career Services office has books with interview questions and many lists can be found online.

## Get Acquainted Questions

***Tell me about yourself.*** You are trying to paint a picture of yourself-your strengths and personal qualities. The interviewer is interested in what motivates you; how you will work with others; and your enthusiasm, drive, competitiveness, and other job-related traits.

***What is it about this position that interests you?*** You must prove your interest in the position to reassure the interviewer that you will be satisfied in the position and company. Your past research will help with this question.

***Tell me about an achievement that you are most proud?*** Try to think of something you did on the last job, where you received notable recognition.

***Describe any leadership positions you have held either in school, at work, or in the community.*** Provide examples from different settings. Describe an internship or any volunteer work.

## The C.A.R. Model

The C.A.R. model of interview preparation provides you with a systematic way to practice and become familiar with behavioral-based interviewing. The C.A.R. system allows you to tell the interviewer a "story" (with a beginning, middle, and end) about how you achieved your goal. Use work experience, activities, hobbies, volunteer work, school projects, family life - anything that would show examples of your past behavior.

***C - Circumstance/Characteristic:*** The letter C in the C.A.R. acronym refers to circumstance. Describe a situation so that the employer can place himself/herself in your shoes and understand the importance of the event you are relating.

***A - Actions:*** The letter A in the C.A.R. acronym refers to actions. After setting the stage by describing the circumstance, tell the interviewer the specific actions you took to resolve the problem.

***R - Results:*** The letter R in the C.A.R. acronym refers to results. PLEASE understand that your interview goal is to demonstrate a results-oriented background. Connect your accomplishments to the position you are seeking. Even if the results didn't turn out as you planned, tell the interviewer what you learned from the experience and what you would do differently next time.

Source: ISU Behavioral Interviewing Brochure

# Questions

**Provide an example of any major problems you faced either on the job or in your personal life and how you dealt with it.** Try to give a work-related example. Example: *Since the company had an outdated filing system, and I had just graduated from City College, I was able to use my newly developed skills immediately to re-design the filing system.*

**What are your strengths/weaknesses?** Strengths: Stress your skills- technical/interpersonal communication, etc. Give examples of times that you have used these skills effectively. Weaknesses: Turn a weakness into a positive. *Although I fully understand basic computer operations, I realize that this will be a continual learning process that I am committed to make.*

## Previous Work Experience Questions

**Do you have any experience? Have you done this type of work before?** Refer to your resume however; if you have little or no work experience, but have the educational credentials, you might say, *while I have never worked in an office, I feel the intensive training I received at City College was the equivalent of actual on-the-job training. We had numerous office related projects in which we had a limited amount of time to finish.*

**What were the circumstances concerning leaving your present job?** Don't ever say anything negative about a former employer. Try to give positive responses. *The job wasn't challenging enough.*

## Education Questions

**What courses did you like best/least?** Obviously, if you have applied for a data entry position and answer that you liked entering data the least, you would definitely be out of the running for the position.

## Interest Questions

**What gets you excited about work?** Be sure to pick a positive example such as *a challenge or a new project where I really show my talents.*

## Personality Questions

Describe yourself in one or two words. Be positive, confident, and friendly when you answer. For example: *I think that I am professional, hardworking, outgoing, dependable, and enthusiastic toward my work.*

## Salary Questions

**For what type of money are you looking? What is your salary range for someone with my education and experience?**

## Human Relations Questions

**Discuss how you would handle working for two supervisors who had priorities at the same time?** Discuss how you would ask each supervisor just how important the immediate job is at the moment, and explain the situation.