

## Examples for Effective Interviewing

**S.T.A.R.** Use specific examples to support your strengths and to answer situational questions.

*Example Question: Tell me about a time when you worked in a team or group.*

<b><u>S</u>ituation</b>	When and where did this occur?	Last year in my Business Communications class...
<b><u>T</u>ask</b>	What was the goal to be accomplished?	I was part of a four member team creating a marketing plan...
<b><u>A</u>ction</b>	What was your individual role, or what did you do?	My responsibility was to research target markets for Product X and to analyze the information in an Excel spreadsheet.
<b><u>R</u>esult</b>	What happened? How did things turn out?  What did you learn?	Our project went well, each team member contributed, and our group received an A. I learned how to communicate within a group to prioritize and meet deadlines.

### **Common Interview questions:**

- Tell me about yourself.
- What are your greatest strengths and weaknesses?
- What are your goals for the next five to ten years?
- Why do you want to work for this organization?
- Provide an example of a difficult decision you made.
- Tell me about your previous experience.
- Tell me about a time when you showed (innovative thinking, analytical thinking, etc.)
- Give me an example of a conflict you've had to resolve.
- If you found out that a coworker was doing something unethical, what would you do?
- As a new intern/hire, what would you do if you disagreed with your supervisor or colleague's suggestions for completing a project?
- Why should we hire you?

\*For more examples see: [www.business.loyno.edu/portfolio-interview-resources](http://www.business.loyno.edu/portfolio-interview-resources)

### **Questions you might ask:**

- What are some top qualities that successful interns have possessed?
- Can you describe a typical day in this position?
- Can you tell me about opportunities for training and professional development?
- What do you enjoy most about working here?
- After asking your questions, listen thoughtfully to their responses.
  - If there is an opportunity to follow up by providing relevant information, do so!

### **End of Interview: Ask for the position, and define the next step in the hiring process.**

You won't literally say "Can I have this job?" However, you state your interest and get a sense of the interview timeline: e.g. *Thank you for your time today. This interview has further confirmed my interest in this position and in the opportunity to play a role within your organization. What are the next steps in the interview process?*

**Professional Voicemail:** Clear voice, state your name and that you will return the call and thank you. No music or loud noises in the back ground and no call waiting music. No unprofessional ring tones.

**Professional E-mail:** Your student account or a variation of your name@.com, nothing too complicated.