

Employers want to know if you have developed the following



- l Have you ever had any failures? What did you learn from them?
- l Of which accomplishments are you most proud?
- l Who are your role models? Why?
- l How does your college education or experience relate to this job?
- l What motivates you most in a job?
- l How have you handled getting along with a difficult former professor/ supervisor/co-worker?
- l Have you ever spoken before a group of people? How large?
- l Why should we hire you rather than another candidate?
- l What do you know about our organization (products/services)?
- l Where do you want to be in five years? Ten years?
- l Do you plan to further your education?

Education

- l Why did you choose your major?
- l Why did you choose to attend your university?
- l Do you think you received a good education? In what ways?
- l In which campus activities did you participate? Tell me about your leadership skills.
- l Which classes in your major did you like best? Least? Why?
- l If you started over, how would you change your education?
- l Which elective classes did you like best? Least? Why?
- l Do your grades accurately reflect your ability? Why or why not?

Experience

- l What job-related skills have you developed?
- l In what positions did you work while in school?
- l What did you learn from these work experiences?
- l What did you enjoy most about your last employment? Least?
- l Have you ever quit a job? Why?
- l Give an example of a situation in which you provided a solution to an employer.
- l Share a time when you worked under deadline pressure.
- l Have you ever done any volunteer work?
- l How would a former supervisor/coworker describe your work?

Career Goals

- l What kind of boss do you prefer?
- l Would you be successful working with a team?
- l Do you prefer large or small organizations? Why?
- l What other types of positions are you considering?
- l How do you feel about working in a structured environment?
- l Are you able to work on several assignments at once?
- l How do you feel about working overtime? Flextime?
- l How do you feel about travel?
- l How do you feel about the possibility of relocating?

General

- l Why are you interested in our company?
- l What are your goals? Where will you be in 5 years?
- l What do you consider your strengths?
- l What personal weaknesses would you like to improve?
- l What experience in your past do you believe has prepared you for your future?

Many recruiters ask behavioral-based questions to probe your past behavior in jobs, classrooms, group projects and activities. As you listen to the question, think about what quality or skill they are evaluating.

STAR METHOD

The STAR Method is an effective strategy to answer behavioral-based questions. When asked this type of question, utilize the following steps:

- l **Situation:** Briefly outline background information to frame the situation.
- l **Task:** Briefly narrate what you were trying to accomplish.
- l **Action:** Give example of how you utilized relevant skills and qualities to resolve the situation/achieve goal/task.
- l **Result:** Briefly summarize the positive outcome.

Below are sample questions by category of what skill the recruiter might be evaluating you.

Problem Solving

- l Which classes gave you the most trouble?
- l What are the biggest challenges encountered in college?
- l Give an example of when you refused to give up.

Adaptability

- l How was your transition from high school to college?
- l When your priorities are changed by someone else, how do you adjust to such situations?
- l Time Management
- l How do you manage priorities?
- l Tell me about a time when you planned an event and what steps you took to make sure everything went well.
- l Tell me about your method for personal organization and time management.
- l Tell me about a time you were faced with conflicting priorities. How did you determine your course of action?
- l Tell me about a time that managed multiple responsibilities. How did you organize the work you needed to do?

Leadership

- l Tell me about a time you helped someone else be successful.
- l Tell me about a time you were suddenly called on or forced to be a leader.
- l Tell me about a time you experienced initial failure in convincing someone else to do something. What ultimately happened? What did you learn?
- l Share a time when you recruited someone to help you with a project.

Communication

- 1 Describe a time a presentation went extremely well. How did you know it went well?
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