

INTERVIEW ANSWERS

SELL YOURSELF AT THE INTERVIEW

- Show some enthusiasm. Participate in the conversation. Use examples or stories to explain what you mean. Look the manager in the eye. Sit on the edge of your seat. Use your hands to illustrate what you mean. Smile. Add humor.
- Many interviews begin with the question, “Tell me about yourself.” Talk about your accomplishments, skills, and abilities – not your whole life story and not a lot of personal information that is not relevant. Who are you as a candidate for the position is the question you want to answer. Include your education, experience, one or two major accomplishments, and why you are there.
- Listen for trick questions like, “What’s your greatest weakness?” Turn it into a positive. Say, “I’m a workaholic. I like to get things done before I go home.”
- Put together a closing statement. When the interview is coming to a close – Summarize your strengths. Explain why you should be hired. Ask for the job.

BEHAVIOR-BASED INTERVIEW QUESTIONS & RESPONSES

- Behavior-Based questions often start with “Describe” or “Tell me about?” The questions are designed to learn how the candidate performed in past jobs and projects. It is based on the belief that people are pretty consistent in their behavior.
- Prepare for Behavior-Based questions by reviewing school projects, research papers, team presentations, summer & part-time jobs, internships.
- Be prepared to tell brief stories about skills you’ve demonstrated and/or problems you’ve solved. Be sure to include:
 1. The Situation: Set the scene, describe the circumstances and describe the assignment or the project you took on.
 2. The Action: What steps did you take, what did you do? Elaborate and be specific – give examples. The interviewer wants to know how you think and how you approach challenges.
 3. The Result: What Happened
- Practice will teach you the right amount of detail to include. Think carefully about why you are choosing to tell a particular story – what are you trying to communicate?
- Turn a question “What does success mean to you?” into a behavior-based question. Instead of just giving them a definition – “It means accomplishing a goal I set for myself.” Give them your definition and then slip into a story. “When I was serving as an intern at Best Western I felt very successful as I . . . “
- Complex projects from work, school, or volunteer situations can be used to demonstrate leadership, teamwork, time management, flexibility, decision making, creativity and imagination, assertiveness, written and oral communication.