PRACTICE INTERVIEWS

Thank you for participating in the virtual practice interview sessions with our employers and alumni. We hope that you will enjoy this time as you gain valuable interview and communication experience that will better prepare you for interactions with employers.

Logistics for the day:
Students will join a large Zoom meeting room. You will receive additional instructions from Business Career Services staff at that time. You will be moved to breakout rooms where you will meet 1:1 with your interviewer. Each interview slot is scheduled for 30 minutes beginning at the top of each hour. Your interviewer will complete your electronic feedback form in between interviews. In order to provide a consistent experience for each student, interviewers have been provided the following structure:

Interview exchange: 15 - 20 minutes
- Interviewer will use general and behavioral-based interview questions provided below to guide your conversations.

Feedback: 5 – 10 minutes
- Interviewers will provide verbal feedback, discussing your performance and any areas that need to be addressed. If they have time, they may ask about your resume, possible/industry strategies/tips/feedback, etc. You are encouraged and allowed to ask your interviewer questions!
- You will receive a PDF copy of the feedback rubric via email following the interview, and if required to complete the interview as part of a class assignment, your faculty member will receive a copy, as well.

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Helpful Tips:

- **Do Your Research:** Show understanding of the organization including the mission and values. You can do some broad research about the company prior to the interview to gain a general understanding.
- **Use the STAR Method:** when answering behavioral based questions. You can learn more about this method and why it is preferred by following this link: https://businesscareers.appstate.edu/career-coaching/interview-prep
- **Professional Dress is Preferred:** even for virtual interview settings. To learn more about professional dress follow this link: https://businesscareers.appstate.edu/career-coaching/professional-dress
- **Prepare your Environment:** clutter free, professional background, minimize noise such as barking dogs or roommates
- **Avoid Technical Issues**: Log on early, check wi-fi and all connections to minimize last minute mishaps
- **Keep Calm, Make Eye Contact and Smile Often:** Body language is important especially in a virtual environment. Slow down and articulate so the employer can capture all the important facts you want to share!

Additional Considerations:

- We understand that finding organizations that value inclusivity is important. When considering employers and career direction, we encourage our students and alumnae to research what potential employers are doing to create inclusive, welcoming workplaces for all. Similarly, we encourage employers to develop a campus recruiting strategy that eliminates barriers and promotes an equitable and inclusive culture.
- Accordingly, we encourage you to be mindful of multicultural and diversity considerations when interacting with employers. We encourage you to ask questions related to these topics during your conversations.
- Use appropriate language and professionalism when engaging with employers. Inclusive language is the words and phrases you use that avoid biases, slang, and expressions that discriminate against groups of people based on race, gender, socioeconomic status, and ability.
- NACE Diversity Resources (https://www.naceweb.org/tag/diversity-and-inclusion/)

Sample Interview Questions:

You do not need to cover all of these questions, though we encourage you to use these questions as a guide for your conversations.

General

- Tell me about yourself.
- Describe your strengths and weaknesses.
- What are your short and long-term career goals?
- Why did you choose your major? If starting over, would you choose the same one?
- What have been your most satisfying school/work experiences?

Behavioral

- What would you do if the work of a team member was not up to expectations?
- Describe how you would handle the situation if you met resistance when introducing a new idea or policy to a team or work group.
- What would you do if you realized at deadline time that a report you wrote for your boss or professor was not up to par?
- You disagree with the way your supervisor says to handle a problem. What would you do?
- Will you tell me about a time when you made an unpopular decision based on your beliefs and values?
- Tell me about a time that you managed a project that went really well and what contributed to that success.
- What are three effective leadership qualities that you think are most important in the workplace? How have you demonstrated these in your current/past experience?
- Describe a situation where you were able to comfortably delegate an important task to another team member.
- Describe a situation when you felt that you over-promised and under-delivered. What did you learn?
- Will you tell me about a situation where you admitted a mistake and it paid off?
- Tell me about a time when you looked beyond the obvious to find an unusual solution.

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