CHECKLIST

___ 1. Gather information about the job.

___ 2. Think about your reasons for wanting the job and what you have to offer.


___ 4. Do a self-assessment that includes educational experience, accomplishments, strengths, limitations, etc.

___ 5. Prepare questions to ask the interviewer.

___ 6. Prepare physically—eat well and rest well beforehand.

___ 7. Pay close attention to appropriate dress and grooming.

___ 8. Be on time—no excuses.

___ 9. Listen to the interviewer.

___ 10. Answer the questions that are asked—without volunteering your life story.

___ 11. Enjoy yourself! Even if you are not selected for the job, you are meeting someone new. And you can always keep the interviewer’s name in your network file. That person may even be your future reference!
POSSIBLE PRACTICE INTERVIEW QUESTIONS

1. Describe yourself.

2. How would someone else describe you?

3. Give an example of how your transition to college created stress in your life and describe how you were able to handle it.

4. Describe what you considered to be your most creative class and give an example of your personal contribution to its creativity.

5. Tell me about a course in which you felt your performance was not up to par. What happened?

6. Give me a detailed example of how you completed multiple course assignments during a typical week.

7. Tell me about a time when you studied for a test and didn’t do as well as you expected. How did you react?

8. Describe a situation when you were asked to do an assignment you didn’t like. How did you handle it?


10. What has been your experience in working as part of a team?

11. Detail the steps you have taken in assuming the role of leader. Describe a situation when you applied those steps.

12. Describe three past goals you once set for yourself. How did you reach them?
13. Describe your most rewarding college experience.

14. Describe the relationship that should exist between a supervisor and his or her subordinates.

15. Do you have plans for continued study? An advanced degree?

16. How would you describe the ideal job for you?

17. Do you have a geographical preference as to where you want to live? Why?

18. Are you willing to travel?

19. Where do you see yourself in five years?

20. How has your college experience prepared you for the career you have chosen?

21. Tell me about a time when you had to make an important decision. Describe the steps you follow to make decisions.

22. What type of responsibility do you feel an employer has to an employee?

23. Your supervisor asks you to do something that makes you feel uncomfortable. You perceive his or her request as improper. What would you do?

24. What extracurricular activities were you involved in? What skills did you learn from them? How will you use those skills on the job?

25. Is there anything else you would like to tell me?

(For more information on practice questions and other issues related to interviewing, check our many books on interviewing in the Career Services Resource Library.)