Interview Handout

Preparing for Your Interview:

* Find out as much as you can about the interviewer(s) and the interview process.
* Research the company before going in.
	+ Knowing their programs, procedures, mission, etc. is valuable.
* Do mock interviews to practice.
* Be ready to explain why you applied for the position and how you would fit in with the company.
* Be ready to explain any elements of your application.
* Have copies of your resume, cover letter, and references printed for the interviewer(s).

During the Interview:

* Take time to think through your responses to questions.
* Know when to stop talking.
* Make connections between your experiences, application materials, and the program.
* Ask questions.

After the Interview:

* Thank the interviewer(s) for their time.
* Ask about follow up and a time frame for their decision.
* Send a thank you note or email.

Common Asked Questions in Interviews:

* Tell me about yourself.
* Why did you choose to attend DePaul University?
* Why did you decide to major in… \_\_\_\_\_\_\_\_\_\_\_\_?
* What do you know about this company and what interests you the most?
* Why did you leave your last job?
* What are your short-term/long-term goals? How will you benefit by achieving them? What plans have you made to achieve them?
* Tell me about three of your best accomplishments.
* What are your greatest strengths/skills?
* Why are you interested in this particular job?
* What motivates you to put forth your greatest effort?
* What do you think you can do for us that someone else can’t do just as well?
* What qualities should a successful manager possess?
* What else do you think I should know about you?
* What would you like to know about our company?
* Why should I hire you?
* What are some of your weaknesses?
* How would a friend describe you?
* Where do you see yourself in five years? Ten years?
* In what ways do you think you can make a contribution to our company?
* What have you learned from your mistakes?