

Interview Preparation Guide



ROCKY
MOUNTAIN
COLLEGE

Interview Checklist

Research the organization

- Find out all you can about it and be able to discuss its services, current events, etc.
- Talk with people who work there, if possible.
- Prepare questions for the interviewer about the company, position, etc

Gather any pertinent materials

- Extra copies of your resume, work samples, portfolio, log books, certificates, etc. ((NO CELLS PHONES!))

Reassure yourself

- The interviewer wants someone who will benefit his/her organization. Have confidence in your abilities and convey your message.

Expect to encounter

- Many questions
- Interviewers with different personalities and techniques
- Application forms to fill out

Organize your thoughts

- Plan answers to possible questions (review your goals, needs, skills, etc)

Dress appropriately

- Good rule of thumb: dress and groom as the interviewer would, only neater and cleaner.
- Be aware of your posture and non-verbal communication.
(No gum, coffee cup, water bottle, etc)

Be punctual

- Arrive 10-15 minutes early

During the interview:

- Relax
- Be honest
- Show interest
- Listen carefully
- Ask questions
- Make points politely
- Be positive

After the interview:

SEND A THANK YOU NOTE!

Sample Interview Questions

Prior knowledge of possible questions the employer may ask enables you to **prepare points to include** in your answers, thus allowing you to relax and **be yourself**.

Also be aware employers may ask behavior-based or situational questions specific to the potential job.

- Tell me about yourself.
- What are your short-term goals? What about 5-10 years from now?
- What do you feel you will be successful in this work?
- What supervisory or leadership roles have you had?
- What experience have you had working on a team?
- What have been your most satisfying / disappointing experiences?
- What are your strengths / weaknesses?
- When a conflict occurs, how do you handle it?
- How do you reduce stress and achieve balance in your life?
- How would you handle a request to do something contrary to your morals?
- What was the result the last time you tried to sell your ideas to others?
- Why did you apply to our organization? What do you know about us?
- What is the most important thing you are looking for in an employer?
- What characteristics do you think a person would need to have to work effectively in our company?
- What courses did you like best / least? Why?
- What did you learn or gain from summer job or internship experiences?
- What are your plans for further studies? (i.e. graduate or professional school)
- How do you spend your spare time?
- If I asked your friends to describe you, what do you think they would say?
- What frustrates you the most?
- How did you handle a time you had to work with someone you disliked?
- Why should I hire you?

You need to be prepared to ask questions at the end of your interview. The questions should be pertinent to the position and show your enthusiasm and knowledge. By asking intelligent, well-thought-out questions, you show the employer you are serious about the position and need more information.

- What do you see as the priorities for someone in this position?
- What training programs (professional development) do you have available?
- What level of responsibility could I expect in this position?
- How are employees evaluated and promoted?
- What are the company's plans for future growth?
- What do you see as the greatest accomplishment / task of your organization?
- How would you describe your organization's management style and working environment?
- What do you like most about your organization?

Self-Assessment Exercise

In an interview it is important for you to be able to communicate the skills and traits which you have developed as a student. These skills and traits are obtained not only from academic experiences, but athletics, involvement in clubs and organizations, hobbies, internships and part-time jobs. Take some time to think about and focus on the areas below and the skills you have developed as a result of your involvement in these activities.

I. List under each category the experiences, activities, etc. in which you participate.

A. Academic course work (classes, projects, workshops, internships, etc).

- 1.
- 2.
- 3.
- 4.

B. Volunteer experience (church, civic groups, tutoring, student organizations, etc).

- 1.
- 2.
- 3.
- 4.

C. Work experience (paid, volunteer, part-time, summer, military service, etc).

- 1.
- 2.
- 3.
- 4.

D. Leisure activities (hobbies, interests, sports, books, movies, etc).

- 1.
- 2.
- 3.
- 4.

E. Personal accomplishments (awards, scholarships, athletic awards, honors, etc).

- 1.
- 2.
- 3.
- 4.

F. Other (travel abroad, special acknowledgements, recognitions, etc).

- 1.
- 2.
- 3.
- 4.

II. Please check or circle the skills/traits listed below which you used or developed as a result of your strategies.

SKILLS

- | | | |
|--------------|-------------|-------------|
| analyzed | managed | contacted |
| completed | developed | supported |
| edited | designed | evaluated |
| researched | improved | trained |
| planned | initiated | prepared |
| created | presented | supervised |
| reorganized | directed | taught |
| produced | promoted | coordinated |
| administered | organized | equipped |
| implemented | constructed | sold |
| established | expanded | |

TRAITS

- | | | |
|---------------|----------------|--------------|
| active | helpful | accurate |
| imaginative | ambitious | independent |
| business-like | logical | calm |
| mature | clear-thinking | objective |
| competent | optimistic | competitive |
| perceptive | conscientious | persevering |
| cooperative | personable | dependable |
| practical | determined | productive |
| disciplined | quick | easy-going |
| realistic | efficient | resourceful |
| energetic | responsible | enterprising |
| sincere | good-humored | thorough |

Key Competencies Employers Look For

- **COMMUNICATION** Applies oral and written communication in a clear, concise manner. Adapts message and style to appropriate audience. Uses effective skills in working with customers and co-workers. Remains calm and logical in difficult situations.
- **ORGANIZATION & PLANNING** Establishes a course of action for self and/or others to accomplish a specific goal.
- **LEADERSHIP & DEVELOPMENT** Utilizes appropriate interpersonal styles and methods in guiding individuals or groups toward task accomplishment. Seeks out and effectively applies performance feedback. Takes responsibility for personal and professional development.
- **LOGIC: PROBLEM SOLVING & JUDGEMENT** Identifies problems and develops solutions. Gathers information from several sources to fully understand the cause of the problem. Demonstrates common sense, creative thinking and a willingness to make decisions.
- **EFFORT: WORK STANDARDS** Sets high goals or standards of performance for self, subordinates and others in the organization. Willing to take on new responsibilities.
- **GROUP SKILLS: TEAMWORK** Cooperates with others to achieve work group goals. Seeks win-win solutions and helps build positive team spirit.
- **ENTREPRENEURSHIP** Possesses innovative and resourceful ideas. Recognizes and opportunity.
- **TECHNICAL KNOWLEDGE** Possesses required technical skills in an area of responsibility.
- **CUSTOMER/COMMUNITY SERVICE** Anticipates and delivers on commitments to both internal and external customers.
- **TOLERANCE FOR STRESS** Stability of performance under pressure and/or opposition.
- **ORGANIZATION SENSITIVITY** Perceiving the impact and the implications of decisions on other components of the organization.

WHERE YOU MIGHT HAVE DEVELOPED THESE COMPETENCIES...*RAVE*

- Relevant work experience (part-time jobs, internships, etc)
- Academics
- Volunteering
- Extracurricular activities

Office of Career Services

1511 Poly Drive Billings, MT 59102 • phone 406.657.1039 fax 406.259.9751 • careerservices@rocky.edu