



Background Information

- Resumes help you get interviews; interviews provide an opportunity to discuss qualifications further and assess your fit with the position and organization.
- Interviews are generally 30-60 minutes in length, but this can vary so check before your interview.
- Responses should be about 1-2 minutes in length and include examples.
- Nonverbal communication is important. Maintain good posture with hands relaxed. Maintaining eye contact portrays confidence and can help you gauge interviewers' reactions.

Preparation

- How to dress: dark suit, button-up shirt or blouse, business appropriate dress shoes (closed-toe for women), and minimal jewelry, make-up, and perfume or cologne.
- Things to bring: portfolio, notebook, business cards, and at least 3-5 questions for the employer.
- Tips for making a good impression: arrive early, be polite to all staff, and do not talk on the phone or text.

Interview Questions

- Tell me about yourself.
- How did you make the decision to attend Marquette University?
- Why did you select your major?
- What are your career goals? Where do you see yourself in the next 5 years?
- What do you know about our company?
- Why are you interested in this internship/job?
- What are three strengths? (You should provide an example to support each.)
- Tell me about a weakness you are working to improve. (Explain how you are trying to improve.)
- If I were to ask one of your friends about you, what would they say?
- Tell me about a major accomplishment in your life.
- What motivates you?
- What qualities do you look for in a supervisor?

Behavioral Questions

As employers assess an applicant's abilities and fit for a position, they are often interested in "real life" examples. To obtain this information, interviewers will often ask behavioral questions: questions that ask the applicant to describe a specific example or past behavior. When answering these questions, describe the



situation, task, actions and results (S.T.A.R.). In addition to sharing an example, tell the interviewer what you learned from this experience that will make you a better professional. Behavioral questions may include:

- Tell me about a time when you took a leadership role.
- Tell me about a time when you faced a challenge as part of a team.
- Tell me about a time when you failed at something.
- Tell me about a time you received constructive criticism about your work. What was the feedback and how did you react?
- Give me an example of a time when you implemented an idea at work or on a class project that was accepted or rejected. How did you handle the situation?
- Describe a time when you used analysis skills to develop a conclusion.
- Tell me about a time when you refused to take “the easy way out.”
- Tell me about a time when you did something important because it needed to be done, even if it wasn’t your responsibility. (Be sure to address how it came to your attention that something needed to be done and what exactly you did. You may also consider sharing feedback you received.)
- Describe an unusual or creative approach you have taken to solve a problem.
- Tell me about the biggest risk you have taken recently.
- How have you demonstrated initiative in school or in your current job?
- What do you expect from your team? What is your role on a team?
- Tell me about a time when you were in a stressful situation. How did you handle it?

The Wrap-up

- At the end of the interview, the employer will give you a chance to ask questions. You should have a list of at least 3-5 insightful questions prepared in advance; you may bring a typed list in your portfolio. Insightful questions reflect your understanding of the company and position based on research and your values.
- Lastly, you may have a chance to offer a final sales pitch during which you should:
 - Thank the interviewer
 - Reiterate your fit (highlight experience, company atmosphere, etc.)
 - Highlight intrinsic qualities about yourself (cheerful, hardworking, etc.)
 - Give your business card; ask for the interviewer’s card.
- After the interview, send a thank you note within 24 hours. Thank you notes can be handwritten and mailed or typed and emailed to the interviewer.