

Interviewing



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INTERVIEWING: INTRODUCTION

Interviewing is a two-way street; a mutual exchange of information. Both you and the employer are striving to answer one question: "Is this the right fit?"

Your Goals

- To convince the employer that you have the strengths, skills, achievements, motivation, and goals **relevant** to the job.
- To see for yourself if the opportunity is a good match.

Employer's Goals

- To evaluate the match between you and the job by answering 3 questions:
 - Can you do the job? (skills, educational background, work experience)
 - Do you have the motivation and work ethic for the job? (personal characteristics, achievements, knowledge of the organization)
 - Can you fit in? (personality, match between you and the organization's goals)

The key is preparation. **PREPARATION = CONFIDENCE & ENTHUSIASM in the interview.** Preparation means knowing yourself and knowing the organization. College recruiters say students must be prepared to answer:

- What do you know about our company?
- Why do you want this job?

WHAT TO EXPECT WHEN AN EMPLOYER CALLS

If the call comes in when you are not someplace quiet or convenient (think on the T, in class, or at a party), it is best to let the call go to voicemail and give a call back when you are ready.

Make sure you have created a professional voicemail message. You may have a fun and creative voice message; however, during the job search, it's a good idea to make the voice message as concise and professional as possible, and it should always include your full name.

When you speak to the employer, write down:

- Name and title of the interviewer(s)
- Interview location
- Contact telephone number
- Time and date of the interview

Ask for a job description by email if you don't already have one.

PREPARATION

You have a period of time to prepare for the interview. You need to research two areas: the organization and you.

RESEARCHING THE ORGANIZATION

- What are their established products, services, and achievements?
- What are their new products, services, and achievements?
- What is their organizational structure and culture?
- Where are the home offices and branches?
- What is the organization's history?
- What are the plans for the future?

RESOURCES TO RESEARCH COMPANIES

Libraries

- Mugar (LexusNexus)
- Pardee Management Library (Business Guides)
- Kirstein Business Library, 20 City Hall Avenue (617-523-0860)

Websites

- bu.edu/careers (Career Exploration)
- Websites of individual companies and organizations

Annual reports and additional company literature

- Obtain through internet and library research or by calling the company

Contact and talk to people who work in the company or organization

- Boston University Career Advisory Network (a list of alumni willing to talk to students and other alumni)
- Alumni representatives at individual BU colleges and schools
- People you know (friends and family)

Additional resources

- Chamber of Commerce
- Professional journals
- Business or trade association newsletters

RESEARCHING YOURSELF

Know yourself! Be prepared to articulate the match between you and the job, the organization, and the industry.

- Why are you interested in this particular position and organization?
- How is your education relevant?
- What **relevant** experiences have you had...work, internships, academic projects?
- What skills have you acquired that are **relevant** to this position?
- What are your current and long-range career goals?

- What are your achievements/accomplishments?
- What are your strengths and weaknesses that might impact positively or negatively on your ability to do the job?
- What questions do you have for the employer that will help you assess your interest this position?

ADDITIONAL PREPARATION

IN ADVANCE

Prepare references

- Ideally, find 3–5 professors and/or supervisors who are willing to serve as references. Create a polished list of these references to bring to the interview.

Take a dry run

- A few days before the interview, practice going to the interview site. See how long it takes to get there.
- Check out the area. Having a visual image of where you're going often lessens the nervousness.

Schedule a mock interview

- The CCD provides mock interviews to help you prepare.
- Make an appointment for a mock interview by calling our office at 617-353-3590.
- Make the most of your mock interview by dressing professionally and preparing as you would for a real interview. The more realistic your practice is, the more comfortable you will be for a real interview.

INTERVIEW DAY

Dress appropriately

- Be neat and clean. No extremes!
- In general, a suit or sports coat with a necktie and slacks for men and a suit or tailored dress for women. See the following section for more details on appropriate dress.

Arrive early

- Arrive at least 10–15 minutes early for the interview in order to acclimate yourself and observe the interactions and culture of the setting.

Bring extra copies of your resume

- They may have misplaced their copy and/or you may be meeting with several interviewers.

Bring a few additional items

- Writing pad and pen/pencil to take notes
- Writing samples
- Other relevant project examples

INTERVIEW DRESS CODE

Appropriate interview attire supports your image as a professional. Take care not to confuse interview attire with something you would wear to a social function.

GENERAL GUIDELINES

CLOTHING

- **A two-piece, matched suit is likely the safest choice.** Evaluate the culture of the organization. If you think that a suit might not be appropriate, ask professionals in the field or do some research online.
- **Navy and dark gray are safe choices for colors.** Color trends may come and go; just remember to avoid extremes.
- **Choose a good quality material.** You are not expected to be able to afford the highest end suit available, but do invest in a good quality suit for your job search. One suit is enough if that is all your budget allows. If taken care of, it will last years. You can vary the shirt and tie or the blouse.
- **Everything should be clean and well pressed.** Remember to check for tags or dangling threads. New suits will typically have tacking stitches to hold vents; be sure to remove these.

ADDITIONAL NOTES

- Hair should be clean and well groomed.
- Do not forget deodorant.
- Brush your teeth and pack a breath mint.
- Avoid perfumes and colognes. Remember that some people are allergic.
- Do not smell like smoke.
- Padfolios are preferred over briefcases.

ADDITIONAL SPECIFICS FOR MEN

- Ties should be conservative patterns and avoid extremes or character ties.
- Shirts should be long sleeved, even in the summer. White or light blue are safe choices.
- Socks should be mid-calf length. Sit down in your suit to make sure no skin is visible between your pant leg and sock.
- Shoes should be leather or synthetic leather in black or brown. Lace-up and slip-on are both acceptable.
- Belts should match your shoes.
- Facial hair, if any, should be well groomed. Observe men in your industry for what is appropriate.
- If you wear jewelry it should be conservative. Removing piercings is generally safest. Observe others in your industry to see what is acceptable.

ADDITIONAL SPECIFICS FOR WOMEN

- Suits can be pant or skirt suits.
 - If you wear pants, they should be creased and not tight or flowing.
 - If you wear a skirt, it should at least hit your knee when standing. When choosing a skirt, test out the ease with which you are able to walk in it, make sure it is not too tight or too flowing and that you can climb stairs comfortably. Make sure that when you are seated your thighs are covered. Only a small slit in the back of a skirt to facilitate walking is appropriate.

- Underneath a suit jacket, wear a blouse in a conservative color or small print that coordinates with your suit. A knit shell is also appropriate. Do not show cleavage.
- If you wear jewelry, choose a conservative piece. Do not wear a bunch of different pieces all at once.
- Keep your makeup natural. Nails should be clean and avoid extreme polish colors.
- Shoes should be comfortable to walk in with a moderate to low heel.
- Hosiery should be plain, and sheer is most conservative.
- If you carry a purse, it should be small, simple, and should coordinate with your shoes. A small business-like tote or briefcase is also acceptable.

PROCESS & STRUCTURE

Knowing what to expect can make the interview process less scary. You have prepared by researching the organization and yourself; now, keep in mind that most interviews follow a process and structure that is similar (especially on-campus recruiting interviews).

INTERVIEW PROCESS

SCREENING

- This is the first interview and, if part of on-campus recruiting, is on campus with the organization's college recruiter.
- The recruiter is seeking to determine if you match the basic qualifications and criteria for the job. He or she doesn't have the power to hire you, but can eliminate you ("screen you out").
- This interview generally lasts 1/2 hour.

SELECTION

- This interview (or series of interviews) takes place on site at the organization.
- The interviewer(s) are looking to assess and select the best candidate for the job.
- You'll be interviewed by staff members of the department you're interested in working for, including the department manager, supervisors, and perhaps other employees.
- This interview may take most of the day and may be divided into separate meetings.

INTERVIEW STRUCTURE

The interview generally consists of 4 stages:

- | | |
|---|-------------------------|
| 1. The greeting, first impression, and small talk | 5–10% of the interview |
| 2. Questions and conversation | 60–70% of the interview |
| 3. Opportunity for you to ask questions | 15–20% of interview |
| 4. Wrap-up | 5–10% of interview |

PLUS: Stage 5: Follow-up (not part of the interview structure but an important step you must take afterwards).

THE GREETING, FIRST IMPRESSION, AND SMALL TALK

Research has shown that many interviewers often make up their mind about a candidate in the first five minutes of an interview.

- Present a firm handshake, smile, and make eye contact.
- You may engage in small talk. This is a great time to show your enthusiasm for being there.

QUESTIONS AND CONVERSATION

This stage is a mutual discussion of your background and skills as they relate to the employer and position. Take a look at the sample interview questions and at the "discussing your credentials" section below.

This is the question and answer stage and takes up the bulk of the interview. The more this part can be a naturally flowing conversation rather than strict questions and answers, the better you can exhibit your personality.

- You want to have prepared specific examples representing skills, past experiences, achievements and personal characteristics that show your match for the job.

- You want to highlight the positive, your motivation, and enthusiasm for the position.
- If you need time to think before answering a question, feel free to ask for a moment so you can give a thoughtful answer.
- Listening can be as important as speaking, so listen carefully to the questions being asked and feel free to ask for clarification

Discussing your credentials (the STAR technique)

When answering most questions, it's important to give specific examples to illustrate a strength or a skill. The example should cover the following:

S = Situation you're describing

T = Task you were performing

A = Action you took

R = Result or positive outcome

Example STAR technique answer:

Q: Tell me about a time when you implemented an innovative idea?

- S** I became the president of a club on campus that facilitates volunteering for BU students within the community.
- T** Students were easily able to volunteer at locations that were accessible by public transportation, but I wanted to enable students to help at organizations outside of the city as well.
- A** I came up with the idea to raise money to rent a van and driver twice monthly to take a group of students to organizations outside of the city. To raise the money, we held a karaoke night on campus and charged students to get in.
- R** The event turned out well, and we raised enough money for the year for our van rental. We also were able to hold two more karaoke nights to raise funds for the organizations that we regularly volunteer for.

OPPORTUNITY FOR YOU TO ASK QUESTIONS

- Come prepared to ask thoughtful questions (nothing you could have found out on their website).
- This is your chance to ask questions that reflect positively on your motivation and values.
- Your questions should reflect your genuine interest in the organization and the job.

Examples of questions to ask the interviewer

- In researching your company, I read in the _____ that you are planning to _____. Can you tell me more about that?
- Can you describe a typical day?
- What specific tasks does the position require?
- What kind of supervision will there be?
- How will the work be evaluated?
- How is project work allotted among the consultants?
- Can you describe in more detail the training program for new employees?
- What's a typical career path for someone starting in my position?

Examples of what NOT to ask

- What does your company do?
- What does the job entail?
- How long is the lunch break?
- How many breaks are there in a day?
- How soon do I get a vacation?
- I understand this job involves weekend work. Do I really have to do that?
- How many absences does the company allow per year?
- Does the company provide free parking?

NOTE: Specific questions about salary and benefits should not be asked until you are one of the final candidates or you are offered the job.

Examples of ask this, not that

- What does your company do?
 - Ask instead: Do your research ahead of time and ask more probing questions about the company's plans such as "I read that you were providing customers with XYZ, do you have any plans for ABC?"
- Do I have to work weekends/overtime/holidays?
 - Ask instead: What does a typical work week look like for this position?
- What employee incentives/benefits are there?
 - Ask instead: What do you like about working here?

WRAP-UP

When you sense the interviewer is trying to close the interview, and if you are still interested in the position, briefly highlight your relevant skills and reaffirm your interest in the position.

Before you leave, ask when you might expect to hear from them; what their decision-making timeline is. Ask if it is all right to call them if you don't hear by then.

Ask for business cards, offer to leave your list of references and/or your business card, and remember the guidelines for the greeting: strong handshake, good eye contact, and a genuine smile.

FOLLOW-UP

After the interview, jot down highlights summarizing the interview:

- Important points made
- Things you learned about the organization
- Details about the job responsibilities
- Questions, concerns you still have

SEND A THANK-YOU NOTE/LETTER

- Brief and not more than 1 page
- Express your thanks
- Refer to specific issues discussed
- Reaffirm your interest
- Use business cards to spell names correctly

The basics of thank-you notes/letters

- Always send a thank-you note/letter after your interview! It is an additional sales piece which serves to keep the “product” (you) in front of the “buyer” (the employer), and to reinforce your benefit to the employer.
- Be brief. While there is no rule about the length of a thank-you note/letter, it is generally sufficient to stay within 2–3 paragraphs.
 - **First paragraph:** Open with the obligatory thank-you and include how and why you enjoyed the meeting (e.g. something about the staff, the philosophy of the organization).
 - **Second paragraph:** Refer to something that took place during the interview which particularly pleased and interested you. Say what it was, and tell them why (e.g. “I was particularly pleased to learn that your company/the opportunity/your management style...”). Discuss a particular aspect(s) of the job that you find appealing and reiterate why you would be successful in those areas.
 - **Third paragraph:** (Optional) If you have several examples that you would like to refer to, you can use an additional paragraph.
 - **Final paragraph:** Reiterate your interest and express your enthusiasm.
- Don’t start every sentence with “I”!

TYPES OF INTERVIEW QUESTIONS

There are three main types of interview questions: traditional, behavioral and case. Be prepared for the type of interview questions you might be having by researching the organization or talking to others who have interviewed for the company.

In many cases, your interview will be a mix of traditional and behavioral questions, and, depending on your field, may also include case questions. It is a good idea to research online or to speak with those who have experience interviewing with a company to determine what types of questions you might expect.

TRADITIONAL INTERVIEW QUESTIONS

A conversation between the employer and interviewee ranging from structured to informal where the employer asks questions.

SAMPLE QUESTIONS

Career-specific or technical questions

- How has your major helped prepare you for this position?
- What technical skills did you use and develop at _____?
- Describe your (computer, language, teaching methodology) skills.

Open-ended questions

- Tell me about yourself.
- What are your strengths? weaknesses?
- What do you consider your greatest accomplishments?
- Why do you want to work for us?
- Why should we hire you?

Career goal questions

- Where do you see yourself in five years?
- What are your long-range career goals?

BEHAVIORAL INTERVIEW QUESTIONS

This type of question is focused on an applicant's past actions and behaviors as a predictor of future performance.

The interviewer can get a more objective sense of the applicant's qualifications by focusing on what you actually did instead of what you think you would do.

SAMPLE QUESTIONS

- Describe a situation when you were able to get your co-workers or classmates who disliked each other to work together.
- Tell me about a time you had to use your oral and/or written communication skills to effectively get your point across.
- Discuss a situation when you faced a major problem in a project. How did you solve it?
- Give me an example of a time you managed several projects at once.

CASE INTERVIEWS

The questions involve presenting a business “case study” for you to problem-solve.

The interviewer is more interested in your approach to solving the problem and your thought process, rather than the “correct” answer.

The interviewer is interested in your ability to think on your feet, your analytical skills, and how well you communicate your conclusions.

You need to listen carefully as the interviewer outlines the facts of the case.

The interview is an interactive process with you continuing to ask questions for clarification, explaining your thought process while moving forward to a conclusion.

Sample questions:

- You are a consultant to an auto parts company. Profit margins have decreased by 25% and market share to 10% from 30%. What is the cause of the company’s problems? (business case)
- In the United States, how many gallons of white house paint are sold annually? (guesstimate)
- Why are manhole covers round? (brainteaser)

Some consulting companies have case interviewing information on their websites with advice and practice questions. Also see: http://www.quintcareers.com/case_interviews.html

ADDITIONAL INTERVIEW FORMATS

PHONE INTERVIEWS & SKYPE/VIDEO INTERVIEWS

PHONE INTERVIEWIS

You might occasionally be asked to take part in a phone interview. Take these interviews just as seriously as in-person interviews.

You and the employer will set up a mutually agreeable time. If the employer is calling you, you will need to select a location and give the interviewer the phone number. It is very important not to use a cell phone if that can be at all avoided. Broken signals or poor reception could be disruptive and annoying and could easily cost you the job.

Find a quiet location where you will have privacy and will not be interrupted. Allow yourself a few minutes before the call begins to just sit there and collect your thoughts.

Make sure you have done all of your preparation, just as you would have for a face-to-face interview.

Some people say it is even a good idea to dress up a little bit. The way you project yourself and converse can be affected by what you are wearing.

Sit up straight and smile. This is not just idle advice on posture and good manners. Your voice and tone will be affected, and you want to come across as confident and alert. Be sure not to mumble; you want to be understood. The way you come across on the phone will be particularly important if the job you are interviewing for requires phone contact with customers or others the company does business with.

You might find yourself on a conference call or on a speaker phone, if more than one interviewer is involved. Be sure to read the section on group interviews, but realize that everyone will know that it might be difficult for you to know who is who over the phone.

Follow up with thank-you notes as you would with any other interview.

SKYPE/VIDEO INTERVIEWS

Skype interviews are similar to phone interviews but you must remember that they will be able to see your face and whatever is behind you. Finding a background that is not distracting will be important and since they will see you dressing up is also important. If you have not used Skype or other forms of video chat, try it out before the interview so that you get use to the program, the camera positioning, and how to look at the camera and not the screen so as to make "eye contact" with the interviewer.

HR INTERVIEWS

At some point, you will meet with Human Resources. This can happen as a first step in the process in companies where HR does the initial screening, or it can happen last in the process if the hiring managers are considering making you an offer.

If your meeting with HR is a first step, they will be evaluating you to see whether or not to send you along to a hiring manager. It might be the case that there are several openings in the company, and they are trying to determine which one or which ones you might be a good fit for. Treat this interview as you would any other initial interview; don't ask questions about salary and benefits at this point.

If your HR interview is the last step before you receive an offer (you have already been through the rest of the interview process), this is the time and place to ask about salary, benefits, vacations, etc. In some cases, HR will be the people to formally extend the offer, and it might happen during this interview. If so, they will bring up salary.

GROUP INTERVIEWS

There are actually two types of group interviews, and the term can be applied in either way:

- Interviews in which one candidate is interviewed by multiple people at the same time (around a conference table, over lunch or dinner, or even over the phone).
- Interviews in which several candidates meet with one or more interviewers at the same time. In this type of interview there might be a discussion question presented, and candidates' contributions—as well as their style of working in groups—will be observed.

If you are being interviewed by a group (more than one person), there are a few things to remember:

- Always shake hands with, and make eye contact with, each person as you are introduced. Try to remember each person's name, and the role they play in the organization. (You might even have been told ahead of time who your interviewers would be.) If appropriate, ask for business cards, or make notes immediately after you leave the interview to be sure you have this information.
- When answering a question, address your answer primarily to the person who asked it. If your answer is more than a few sentences, you can look around and make eye contact with the group, but always return primarily to the questioner. This applies regardless of the person's "rank" in the organization.
- At the end of the interview, shake each person's hand again as you take your leave.
- Thank-you notes can be written to either the primary contact (if you do this, mention the other people and ask your contact to thank them) or you can send notes to each individual.

If you are being interviewed as part of a group of candidates:

- Greet each of the other candidates and shake hands if introduced. Be sure to greet and shake hands with each interviewer.
- Follow the lead of the interviewer(s). They will dictate whether they would like to stimulate a conversation or just ask questions around the group. Remember that part of what the interviewer(s) will be looking for is how you function in a group environment.
- The other candidates are not necessarily your rivals for the job; some of them might eventually become co-workers if there is more than one position to be filled.

DINING INTERVIEWS

Employers take prospective employees out to a meal to evaluate them in a social situation. This allows employers to evaluate your interpersonal skills and your manners. Prepare to be conversational and prepare to answer interview questions.

- Place your napkin on your lap, folded neatly.
- A medium priced meal that is not too messy or difficult to eat is a good choice.
- Avoid discussing dietary restrictions.
- Be polite to the wait staff and always say please and thank you.
- Stick to water or soft drinks for beverages and avoid alcohol.
- Cut one bite at a time. Break one bite at a time from dinner rolls, buttering only that piece.
- Keep your elbows off the table and two feet on the ground or crossed at the ankles so that you are sitting straight and don't appear too casual.
- Try to eat at the same pace as your host.
- Do not argue over the check or offer to pay the tip.
- Remember to thank the host after the meal and follow up with a thank-you note that relates to the job.

SCARY QUESTIONS

Prepare for the tough questions so that if the interviewer asks, you are not flustered or worse yet, defensive. Below are some difficult questions and how you might approach their answers.

1. What do you consider one (a few) of your weaknesses?”

- You're not being asked to bare your soul, try to come up with something you believe is honestly a weakness.
- Stay away from weaknesses that are closely connected to the job requirements.
- The important thing is not that you have a weakness (we all do, including the interviewer), but that you demonstrate that you are self-aware and show problem-solving skills in your attempts to improve.

2. “Why is your GPA low?” “Why were you unemployed?” “Why were you fired?”

- Be honest about major problems and present your case in a positive manner.
- As with any sensitive area, you must honestly explain the circumstances and avoid blaming others (e.g., if you blame a professor for failure, an interviewer might assume you'll also blame a boss for failure).

3. Illegal Questions: “Are you a U.S. citizen?” “Do you plan on having children?” “Do you have any disabilities?” “Have you ever been arrested?”

- There are federal, state, and local laws that cover what questions employers may legally ask.
- These include questions about race, religion, national origin, marital status/children, age, prior arrest record, disabilities, and affiliations (trade unions, social clubs, etc.).
- There are various ways you can handle illegal questions:
 - You could answer the question. However, if you do, you are giving information that is not necessarily related to your ability to do the job. This can affect your chances.
 - You may refuse to answer the question. This is your legal right, but depending on how confrontational you are, it may affect your candidacy.
 - You could attempt to identify the concern that lies behind the employer's question and respond to that concern. (Recommended)

If you run into illegal questions while interviewing through our office, please speak with a member of the staff so that we may follow up.

Employers are permitted to ask questions to determine if any aspect of the applicant's situation affects his/her ability to do the job (i.e., “Are you able to perform the tasks of the job?”).

TOP 10 TIPS FOR A SUCCESSFUL INTERVIEW

1. **PREPARE:** Research yourself and the organization/company
2. **PRACTICE, PRACTICE, PRACTICE:** Role play with a friend and/or practice in front of a mirror.
3. **REMEMBER FIRST IMPRESSIONS:**
 - Be on time (Arrive 10–15 minutes before the interview)
 - Be self-confident: Firm handshake, good eye contact
 - Be pleasant, friendly, courteous: genuine smile, nice greeting
 - Be appropriately dressed and well groomed
4. **BE RELAXED AND COOL:** You're well prepared, aren't you?
5. **SHOW YOUR ENERGY:** You're unique, not just another job seeker.
6. **BE CONCISE AND CONCRETE:** Keep answers short and to the point.
 - Remember the STAR technique
 - Stay away from tangents
7. **LISTEN CAREFULLY:** Stay alert and in tune with the interviewer.
8. **BODY LANGUAGE:** Express your personality through facial expressions and gestures.
9. **ASK QUESTIONS:** This shows your thoroughness, motivation, and interest in the job.
10. **ACCEPT YOUR NERVOUSNESS:** This is a special event, nervousness is understandable.
 - Use relaxation techniques (e.g. slow breathing)
 - Remind yourself how well prepared you are
 - Take your time, don't rush

MORE PRACTICE QUESTIONS

OPEN-ENDED

- Tell me about yourself.
- Why should we hire you?
- What are your strengths? Weaknesses?
- How would you describe yourself?
- What has (have) been your greatest challenge(s)?
- What types of situations put you under pressure, and how do you deal with pressure?
- What is your most significant accomplishment to date?
- Give me a situation in which you failed. How did you handle it?
- If I asked the people who know you well to describe you, what three words would they use?
- What have the experiences on your resume taught you about managing and working with people?

WORKING STYLE

- When you take on a project do you prefer to work individually or in a group?
- What are your team-player qualities? Give examples.
- Describe a situation where you had to work with someone who was difficult. How did you handle it?
- What type of work environment appeals to you most?
- Describe the type of manager you prefer.

CAREER-SPECIFIC OR TECHNICAL

- How has your educational background prepared you for this position?
- How have your hands-on experiences—e.g., work, internships, volunteer work—prepared you for this position?
- Why are you interested in our organization?
- What interests you about this job?
- Why have you chosen this particular profession?
- What challenges are you looking for in a position?
- What can you contribute to this company?
- What characteristics do you think are important for this position?
- What software packages are you familiar with and at what level of proficiency?

COLLEGE RELATED

- Why did you choose to attend this college?
- What factors did you consider in choosing your major?
- Of the courses you have had at college, which courses have you enjoyed the most?
- Does your GPA accurately reflect your abilities?
- How have you changed personally since starting college?
- If you could change a decision you made while at college, what would you change and why?
- Why did you choose the campus activities you did? What did you gain? What did you contribute?

- In a particular leadership role you held, what was your greatest challenge?
- Since attending college, what is the toughest decision that you have had to make?

CAREER GOALS

- What short/long-term goals have you set for yourself? How are you planning to achieve them?
- Where do you expect to be 5 years from now?
- What skills are you interested in developing?
- Do you envision future education through graduate study or other additional training?

MISCELLANEOUS

- Of the hobbies and interests listed on your resume what is your favorite and why?
- With which other companies are you interviewing?

RESOURCES

<http://www.jobweb.com/resumes.aspx?folderid=144>

The online version of interview advice from the magazine JOB CHOICES published by the National Association of Colleges and Employers (NACE).

www.collegegrad.com/intv

Interviewing advice covering college recruiting to on-site interviewing, job fair approaches, dressing for success, and negotiations.

www.quintcareers.com/intvres.html

Guide to web links covering interviewing topics, including traditional and behavioral interviewing.

<http://career-advice.monster.com/job-interview/careers.aspx>

Interviewing tips, plus an interactive exercise that lets you test answers to real questions.