



# Interview Preparation Guide and Worksheet

**Research**—the company and the position. Note phrases or keywords below.

**Hot Tip:** If you have enough time before your scheduled interview, search for alumni who already work at the company using [LinkedIn](#) and request an [informational interview](#) to help you learn more about the company, values, and team.

Company values?

Position qualifications / skills they are looking for?

**Review your strengths** that best match the position.

Note the top 3 things the company needs to know about you that make you a good match for the job:

- 1.
- 2.
- 3.

**Get ready to introduce yourself.** *Hint: Remember your Elevator Pitch!*

**Outline “tell me about yourself” for this company and job:**

<b>PRESENT:</b> Who are you and why are you interested in this job?	•
<b>PAST:</b> What have you done to prepare yourself for work like this?	•
<b>FUTURE:</b> Where are you headed, why are you pursuing this field?	•

**Prepare a Story Bank** (see [Story Bank resource](#) page), with examples of times you have used specific skills. Draw from those examples to answer interview questions. Remember to follow the **WHO method** when giving examples—include **What** you did (the task), **How** you did it (the skills you used) and the **Outcome** your work helped to achieve.

**Review potential questions**—get a sense of behavioral questions. You may/may not be asked any of the following questions, but get familiar with the style of questions. NOTE: Questions are typically developed around the **specific skills** an employer is seeking.

**Sample Interview Questions:**

## General

- Tell me about yourself
- Why do you want this job?
- Why should we hire you?
- What is your greatest strength? What is your greatest weakness?
- Tell me about a time you made a mistake (or experienced failure). What did you do?

## Communication & Interpersonal Skills

- Give me an example of a time when you had to communicate an unpopular idea or viewpoint. How did you handle it?
- What kind of people do you find it most difficult to work with?
- Tell me about a time when you solicited feedback on your own performance. How did you respond?



### Decision Making Skills

- How do you manage and prioritize your many tasks?
- Talk about a time when you had to make a quick decision with little or no supervision. What was your process?
- Describe a time when you had to meet a challenging deadline. How did you make that happen?

### Team/Group Skills

- Tell me about an experience working on a team and what role you played.
- Tell me about a time when you helped resolve a conflict in a team situation.
- Give an example of your involvement in a team that was less than successful. What could you have done differently to make it more successful?

### Creation & Development Skills

- Can you talk about a recent example where you were imaginative or inventive?
- Describe the most creative work-related project you have carried out.
- Describe a time when you stepped into a role without a roadmap. What did you do?

### Analytical & Problem-Solving Skills

- Tell me about a situation where you had to solve a difficult problem. What would you do differently?
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you had to analyze information and make a recommendation.

### Leadership Skills

- Tell me about a time when you exhibited initiative.
- Give me an example of a time when you had to go above and beyond expectations to get a job done.
- Tell me about a time when you followed through on a commitment, despite difficulties.

### Practice! Practice! Practice!

- **Use Big Interview** to record, watch, and evaluate your interview answers anytime, anywhere. <https://lcbuoregon.biginterview.com/>. Remember to follow the **WHO method** when giving examples—include **What** you did (the task), **How** you did it (the skills you used) and the **Outcome** your work helped to achieve.
- **Schedule a practice interview** appointment with Mohr Career Services and get constructive feedback. [Handshake](#) > Schedule an Appointment

### Prepare questions to ask the interviewer

#### Sample Questions to Ask the Interviewer:

**Hot Tip:** Remember that an interview is a two-way street. The interviewer is assessing your ability to be successful in the role, but you are actively evaluating whether the role/company would offer you growth opportunities and a place to thrive.

- Think of someone who has been successful in this role in the past. What made them excel?
- Can you tell me about the team I would be working on? How big is it? How does this role contribute?
- What can you tell me about potential new projects, products, and company growth?
- Does the company offer any training and development? Is there room for advancement in the future?
- What are your goals for this position for the first 90 days? Year? How will success be measured?
- What have you enjoyed most about working here?
- What is the next step in the hiring process?

### Follow up

- Get the interviewer's email address
- Create a ["thank you" email](#) template—then customize it for each interview / interviewer
- Follow the company on LinkedIn
- Consider reaching out to your interviewers to connect on LinkedIn ([with a customized request](#))