



**O'NEILL**  
CAREER HUB

FALL 2022

**MOCK  
INTERVIEW  
GUIDE**

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## What to expect from the Career Development & Planning Mock Interview?

Your mock interview is an opportunity to practice your interview skills with a recruiter from an organization who hires O’Neill School students for internships and full-time jobs. Mock interviews for the V252 class will be conducted virtually as group interviews where you will be practicing interview questions along with other students and the interviewer. The role of interviewer with you is to coach you on answering common interview questions competitively using what you have learned in your class and their expertise from the field.

## How should you prepare the week before your mock interview?

1. Register using the instructions provided by your instructor
2. Add the day and time of your mock interview to your calendar and set reminders
3. Practice with your peers, a career coach, or by recording yourself on Zoom
4. Be able to confidently answer the question, “Tell me about yourself”
5. Practice delivering your STAR responses clearly and confidently (see more below)
6. Pay attention to your body language and eye contact
7. Convey an attitude that is enthusiastic, sincere, professional, and appreciative
8. Research the organization you are meeting with by using the links at the end of this guide

## Prepare your STARs

- **S** is for the situation. This is where you provide a very high-level overview of the scenario.
- **T** is the task you were assigned or took the initiative to solve. In other words, describe in 1-2 sentence what made the situation a challenge.
- **A** is for the actions you took. Focus on what *you* did, rather than general “we” or “the team” or “my group” statements.
- **R** is for results. This would be the outcomes of the steps you took to resolve the situation and challenge.

Behavioral based interviewing is a style of interviewing that many companies and organizations use in the hiring process. The basic premise behind behavioral interviewing is this: *the most accurate predictor of future performance is past behavior*. In the interview, your responses should be specific, detailed, and *relevant to the position and organization*. Below are general tips that will help you construct your responses:

- Give a *particular* example or situation that relates to the question, not a general one.

- Listen carefully and actively to the question you are asked. Seek clarification if you don't understand what they are asking you.
- Give a brief background about the situation and task and go into more detail when you talk about the specific action you took, and the result or outcome.
- Have a positive attitude. Always speak with respect about current and past supervisors, colleagues, customers, classmates, etc.
- Create STAR responses for the sample questions provided below and practice saying them out loud. Your goal should be to sound confident and genuine as you share your story with your interviewer.

### **Day of mock interview checklist:**

1. Dress appropriately for the interview. It is not required that you wear a suit, but you should wear clean, unwrinkled, and non-logo clothing.
2. Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed (a note on the door of the room as well as the door to the outside may be helpful).
3. Prepare your desk/table with an appropriate height chair and clear of everything except for a notepad and pen/pencil for you to take notes on the interviewer's feedback, or something you want to remember about how a peer answered a question.
4. Have a copy of your resume and any other notes ready for you to reference.
5. Set out a glass or bottle of water for yourself.
6. Sign into Zoom and check that your webcam and audio are working.
7. Close any windows, tabs, or applications on your computer that you're not using.
8. Check your internet connection.
9. Set your phone to silent.
10. Check that the background behind you is neutral and free from clutter and adjust the lights in the room for optimal brightness.
11. Arrive to the Career Hub Zoom room 5 minutes before your interview to check in.
12. Greet your interviewer with their full name.

13. The mock interview itself will last approximately 25 minutes. After the interview thank them for sharing their valuable time and feedback.

14. Complete your mock interview reflection and submit in Canvas.

### **Attendance/No-Show Policy:**

O'Neill School employer partners and alumni donate their very valuable time to you to help you become competitive in your internship and job search. They believe in you, they show up for you, and *you* need to show up for you. Any requests to reschedule your interview must be made in-person or in a phone conversation with Miranda Redman (Career Hub room 200, 812-855-7963). **If you fail to cancel one *business day*\* prior to the interview, or simply do not show up, you will not be able to schedule another mock interview and will fail the assignment.** \*The term *business day* means Monday – Friday, except for campus holidays recognized by Indiana University. Saturday and Sunday are not business days. Accommodations will be made for emergencies only.

### **Common behavior-based interview questions:**

- Tell me about a time when you had to analyze information and make a recommendation.
- Describe an instance when you had to think quickly to free yourself from a difficult situation.
- Tell me about a time in which you had to use your written communication skills to get a point across.
- Give me an example of a time when you came up with an innovative solution to a challenge or problem
- Tell me about a difficult decision you had to make within the past year.
- Tell me about a time when you had to adjust to a classmate's or colleague's working style to complete a project or achieve your objectives.
- Explain a project you worked on where diverse perspectives aided the success of the team
- Tell me about a time when you were in a leadership role and were faced with resistance.
- Tell me about a time when you did not live up to your full potential.
- Tell me about a time when you worked on a team and a member was not doing their share of the work.

- Describe an accomplishment you were proud of, what steps did you take to ensure it was successful.
- Tell me about a time where you had to manage multiple competing responsibilities and/or projects

## **Meet the Interviewers: Get Started on Your Research**

Below is a little more information about the organizations conducting mock interviews for your Career Development & Planning class and the career paths and internships they offer. While this is a mock interview, you are welcome to ask the interviewer questions about their organization and open opportunities. Click the hyperlinks to explore their career and internship opportunities.

### **GEICO**

GEICO is more than just an insurance company. We also offer great careers, where many people join our team soon after college. GEICO's internships and fulltime opportunities are fast-track management training programs provide opportunities to gain hands-on experience, receive mentoring, interact with management and much more.

### **Wabash**

We have grown to become recognized as a leader in supporting the largest fleets in North America in the transportation, logistics and distribution industry. Summer 2023 internships are available in manufacturing, finance, IT, HR, supply chain, quality, EHS, and sales. 50% of our interns either return the following summer or accept a full-time role when graduating.

### **U.S. Government Accountability Office (GAO)**

GAO employees make a difference every day by providing Congress and federal agencies with objective, nonpartisan, fact-based information to help the government save money and work more efficiently. Student intern positions are available in all GAO mission teams, operational units, and offices.

### **Peace Corps**

In the Peace Corps, we take a different approach to making a difference. Our Volunteers are inspired by impact that is hands-on, grassroots-driven, and lasting. By immersing ourselves in communities abroad, the Peace Corps works side-by-side with local leaders to tackle the most pressing challenges of our generation.

### **Guidehouse**

Guidehouse provides consulting services to the public (government) sector and commercial (private) markets. Guidehouse's Internship Programs offer a robust experience to launch their professional careers on real-world projects, showcase the inclusive and diverse

Guidehouse culture, and provide Interns the chance to join Guidehouse full time following graduation.

### **LaSalle Network**

LaSalle Network is a leading staffing, recruiting and culture firm. Think of us as career matchmakers - we partner with thousands of clients nationwide, from Fortune 500s to high-growth start-ups, to identify talent they need to grow. The possibilities are endless for your career!

### **U.S. Environmental Protection Agency (EPA)**

The mission of EPA is to protect human health and the environment. EPA internships, fellowships, and recent graduate positions provide a great introduction to our work, and may lead to permanent employment. These opportunities are available at our Washington D.C. headquarters, in our ten regional offices, and at our labs and research centers throughout the nation.

### **U.S. General Services Administration (GSA)**

GSA is one of the most desired workplaces in the government. We help agencies buy smarter, reduce their real estate footprint, and create a better, faster government. GSA also promotes management best practices and efficient government operations through the development of governmentwide policies. Internship applications go live Oct 24th!

### **CCS Fundraising**

CCS is a Strategic Fundraising Firm. CCS designs and implements significant fundraising campaigns and programs for institutions across the country throughout the nonprofit sector, including the American Red Cross, Feeding America, and Kiwanis International, among hundreds of others.

### **Backhaul Direct LLC**

Backhaul Direct, LLC is leading the transportation industry into the future. Located in Indianapolis, Backhaul Direct has been one of the fastest-growing private companies in the area and will continue to excel with the help of our experienced sales team.

### **Claro Healthcare**

Claro Healthcare is a premier healthcare consulting firm dedicated to helping our clients achieve and fund their mission. We are working with some of the largest and most sophisticated academic medical centers as well as many community-based hospitals across the country.

### **Ascend Indiana**

Ascend Indiana is a nonprofit dedicated to helping college students and recent graduates find jobs + internships across the state of Indiana. Through partnerships with over 600 Indiana employers, Ascend provides students with a Career Mentor and a tech-enabled

platform, called the Ascend Network, that provides access to hundreds of early-in-career opportunities.

### **City Year**

City Year helps students and schools succeed, while preparing the next generation of civically engaged leaders who can work across lines of difference. In partnership with teachers and schools, City Year AmeriCorps members cultivate learning environments where all students can build on their strengths, fully engage in their learning, and experience success.

### **Davey**

Whether your dream office is somewhere in the great outdoors or more traditional, we have a career path for you. Our roots are in tree care expertise and we have grown into leaders in grounds maintenance, environmental consulting, and utility solutions. Davey Tree internships that introduce career orientated students to exceptional opportunities in the industry.

### **High Alpha**

We built the first venture studio by combining company building with venture funding to conceive, launch, and scale business to business software as a service companies in the Indianapolis area and beyond. Since our founding in 2015, we've launched over 30 companies and counting—and invested in over 60 world-class founders.