



SPRING 2023

MOCK INTERVIEW GUIDE

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SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS

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

Your mock interview is an opportunity to practice your interview skills with a representative 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.

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 emergencies that would cause you to miss your interview must be communicated to your instructor AND Miranda Redman, Associate Director of Career Services (Career Hub room 200, 812-855-7963). **If you do not notify both parties one 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. Accommodations will be made for emergencies only.**

How should you prepare the week before your mock interview?

1. Register using the instructions provided by your instructor by the due date.
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.

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.

Day of mock interview checklist:

- ✓ Dress "business casual" for the interview.
- ✓ Ensure that you won't be interrupted.
- ✓ Prepare your space with pen and paper (to record feedback), a bottle/glass of water, a copy of your resume to reference.
- ✓ Ensure the area in view of your camera is cleared of clutter or anything unprofessional.
- ✓ Sign into Zoom and check that your camera and audio are working.
- ✓ Close any windows, tabs, or applications on your computer that you're not using.
- ✓ Set your phone to silent.
- ✓ Adjust the lights in the room for optimal brightness.
- ✓ Arrive to the Career Hub Zoom room 5 minutes before your interview to check in.
- ✓ When you are placed into your interview room greet your interviewer.
- ✓ After the interview thank them for sharing their valuable time and feedback.
- ✓ Complete your mock interview reflection and submit in Canvas.

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.

[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 2024 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.

[U.S. State Department](#)

We're America's leading foreign affairs agency that works to shape and sustain a peaceful, prosperous, just, and democratic world and fosters conditions for stability and progress for the benefit of the American people and people everywhere. Our employees contribute to strengthening American diplomacy and use their knowledge and experience in everything from architecture to engineering and technology to medicine to achieve success as they serve with integrity and professionalism.

[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.

[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.

[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.

[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.

[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.

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.

Enterprise

We're a family-owned, world-class portfolio of brands and leading provider of mobility solutions worldwide. Founded more than 60 years ago with a commitment to the communities that we serve, we operate a global network with 80,000 dedicated team members across nearly 100 countries, and more than 2.1 million vehicles taking our customers where they want to go.

Fastenal

As we've expanded across the world into 25 countries, we've retained a core belief in our 20,000+ people and their ability to accomplish remarkable things - when given the opportunity. From this philosophy stems an entrepreneurial culture that challenges every employee to run their own business, create their own success, and advance to become company leaders. We are consistently growing, searching for B2B industrial sales and supply chain operations roles at our branches globally.

First Merchants Bank

Since our beginnings in 1893, we understand that it's about the customer. We make our customers feel at home. We show them we care. We make them feel special. Give them advice. Give them value. Keep our promises. Help them out when they really need it. Reach out to them. Know them. Thank them. First Merchants Corporation is the largest financial services holding company located in Central Indiana.

The Heritage Group

The Heritage Group (THG) is a privately held portfolio of companies focused on creating long-term value by building world-class businesses. Under four generations of family ownership, we employ thousands of people around the world, with operations across North America, Europe, and China, in the core industries of Environmental and Remediation, Specialty Chemicals and Fuel Products, and Construction and Materials.

Insight Global

This isn't a place to have "just" a job. This is the place to build a lifelong career; one that you're proud of; one that grows you personally, professionally, and financially – all while making a difference in the lives of others. Since our inception in 2001, the company has grown to 60+ offices and over \$4 billion in revenue. We know that if we put our people first, the business will follow. At Insight Global, we only promote from within, so everyone begins in the same place.