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**O'NEILL**

**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 future interviews. 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 sentences 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 outcome of the steps you took to resolve the situation or meet your goal. Bonus points: share what you learned from the situation that you will utilize moving forward.

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: t*he 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 do not 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 aloud. 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 produced 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](https://vault.com/blogs/workplace-issues/what-even-is-business-casual)" for the interview.
* Ensure that you will not be interrupted.
* Prepare your space with pen and paper (to record feedback and the interviewers name, title, and organization for your assignment), 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 in advance and check that your camera and audio are working.
* Close any windows, tabs, or applications on your computer that you are not using.
* Set your phone to silent.
* Adjust the lights in the room for optimal brightness.
* Arrive at the Career Hub Zoom room 5 minutes before your interview to check in.
* Make sure your Zoom name includes your first and last name.
* When you are placed into your interview room greet your interviewer and introduce yourself.
* After the interview thank them for sharing their valuable time and feedback.
* Complete your mock interview reflection and submit it on 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.

# [Enterprise](https://oneillcareerhub.indiana.edu/companies/enterprise-holdings/)

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 2.1million vehicles taking our customers where they want to go.

# [U.S. Government Accountability Office (GAO)](https://oneillcareerhub.indiana.edu/companies/u-s-government-accountability-office/)

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](https://oneillcareerhub.indiana.edu/companies/u-s-department-of-state/)

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.

# [Wabash](https://oneillcareerhub.indiana.edu/companies/wabash/)

Committed to world-class solutions that span the transportation and logistics ecosystem Today we are a visionary leader with the foresight and wherewithal to move the business of transport forward. We have grown to become recognized as a leader in supporting the largest fleets in North America in the transportation, logistics and distribution industry.

# [Ascend Indiana](https://ascendindiana.com/job-seekers)

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, which provides access to hundreds of early-in-career opportunities.

# [Baker Tilly](https://www.bakertilly.com/page/careers)

Baker Tilly serves the advisory, accounting and assurance needs of states, cities, counties, townships, boroughs, villages and other municipalities across the U.S. Our intern program is designed to help you contribute to client engagements while allowing you to continue your academic experience within a professional setting through hands-on and meaningful work.

[**Calculated Hire**](https://www.calculatedhire.com/)(Parent Company Eight Eleven Group)

Calculated Hire brings a fresh approach to delivering today's culture-focused business professionals. Our national team of staffing professionals possesses the diversity and tenure needed to bring you sustainable, value-driven results. Fueling business transformation has propelled our family of companies into the top 25 staffing organizations in America, guaranteeing calculated results.

# [City Year](https://www.cityyear.org/)

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.

# [Eight Eleven Group](https://www.eightelevengroup.com/careers)

As a parent company, Eight Eleven provides the vision and foundation for the growth of the Eight Eleven family of companies. From Brooksource our IT and Engineering focused professional service provider, to Medasource, a consulting and professional services firm catering to the unique industries of healthcare, and Calculated Hire, who helps a wide variety of sectors with those typical business support roles of Marketing, Operations, Accounting, and Compliance.

# [Eli Lilly](https://careers.lilly.com/us/en)

Across the globe, Lilly employees work to discover and bring life-changing medicines to those who need them, improve the understanding and management of disease, and give back to communities through philanthropy and volunteerism. Our mission We make medicines that help people live longer, healthier, more active lives. Our values Integrity, excellence, respect for people

# [Elwood Professional](https://www.elwoodstaffing.com/professional/)

Elwood Professional is the division of Elwood Staffing, one of the largest staffing firms in the United States, committed to the recruitment and placement of highly skilled engineering, information technology, and business management professionals in contract or direct hire positions.

# [Exodus Refugee Immigration](https://www.exodusrefugee.org/)

Exodus has a long history of welcoming refugees and asylees from many countries, cultures, languages, faiths, and political opinions. We began in 1981 with the mission to serve the legal needs of immigrants and Cuban refugees, who had arrived as part of the Mariel boatlift in 1980. Since that time, Exodus has helped thousands of refugees establish their lives in Indiana.

# [Indiana Department of Environmental Management (IDEM)](https://www.in.gov/idem/jobs/)

The Indiana Department of Environmental Management's (IDEM) mission is to implement federal and state regulations to protect human health and the environment while allowing the environmentally sound operations of industrial, agricultural, commercial, and governmental activities vital to a prosperous economy.

# [Insight Global](https://insightglobal.com/inhouse-team/)

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.

# [Peace Corps](https://www.peacecorps.gov/)

Work for the World. 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.