Resource Guide

Interview Basics

Presenting Yourself at Interviews

Be Confident
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Dress comfortably but professionally

Carry a portfolio with resumes, notepad and pen

Arrive early to the interview

Greet and smile when meeting people

Keep a positive attitude

Make eye contact and nod appropriately

Keep an open, relaxed stance with good posture

Prepare the basics

• What does this company do?
  • Review the website past the home page and take notes on what stands out to you.

• What would I do in this job?
  • Review the job description and take notes on what stands out to you.

• Why did I apply? / Why am I a good fit?
  • Write down what appeals to you about the company and the job and what makes you a logical fit.
Practice standard background interview questions

• Tell me more about yourself.
• Why Tech? Why your major? Tell me more about X job or Y project on your resume? What are you involved in on campus?
• What are your strengths and weaknesses?
• What are your career goals?
• What motivates you? What is your greatest accomplishment?
• Do you work best alone or as part of a team?
• What do you do when you don’t know the answer to something?
• Describe your process for completing tasks/projects?
• Why should we hire you? Why our company?

Practice behavioral/situational interview questions

• Tell me about a time when: You failed? Someone criticized your work? You had to work with someone difficult? You didn’t have what you needed for a project? You led a project?

Prepare several examples describing times when you faced a challenge and worked to overcome it

Keep the STAR format in mind when you answer: S (Situation), T (Task/Challenge), A (Action), and R (Result).

Draw examples from different areas, e.g., work, projects, classes, student orgs, extracurriculars, time abroad.

Practice behavioral/situational interview questions

• If you were an animal, what would you be? What is the angle between the hour and minute hand at 3:15pm? How would you explain [complicated concept, e.g., the internet] to a 5yr old?

Don’t panic!

They’re looking for your thought process more than a right answer. Explain your process and ask questions if necessary.

It is okay to pause and think for a moment.

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Prepare questions for the interviewer

- What is your favorite part of working here?
- What is a typical Tuesday like for you?
- What skills have been most helpful to you?
- What qualities have you seen make a successful engineer or intern at X company?
- Do NOT ask about salary or benefits, especially in the initial interview.
- If not covered, end with questions about the process - what does the rest of the application process look like from here? When can I expect to hear back?

Concluding the interview

End on a positive note by thanking them

Reiterate your interest in the role

Ask for a business card or contact information to follow up

Resources

Mock Interviews at EOC

Career Resources at EOC webpage

coe.careers@ttu.edu