



S

SITUATION

Define the general context

Who/What/When

Mention the problem you had to overcome



"Yes, in my management class we had a project to create a mock product and I was designated as the group leader."

T

TASK

Identify the key objective and issue that you addressed



"The project was critical not only from a grade standpoint, but I wanted to prove to my professor that I could manage all aspects of the team from conception, to marketing, to development, and presentation. However, I quickly realized that not everyone shared my enthusiasm with the project and had 2 team members drop the ball on their parts."

A

ACTION

Describe the action you took or initiated, emphasizing the skills you used to complete the task



"As a team captain in high school, I loved the challenge and responsibility of leadership. I dove into action by encouraging my team members. I recognized the need to see the big picture and evaluate what areas needed improvement, and where we could make change for a positive impact. In the end, I feel that my actions enabled us to grow as a more cohesive team."

R

RESULTS

Summarize the outcome in business terms



"Though it was additional work on 3 of the team members, we made an A on the project and the professor recognized us as the outstanding marketing project. We are currently working with her and some of her contacts to take the product to market. It felt great to put in the hard work and be recognized."

Remember: It is very important to include your results. This is a common mistake. Your statement will be more effective if you can summarize the outcome.

MOCK INTERVIEWS THROUGH THE CMC

Schedule a "Mock Interview" appointment in Handshake today!

For company/job specific mock interviews, please provide the CMC with the job description 48 hours ahead of time.

Ask the CMC how you can use Quincia to prepare for virtual mock interviews.

How do I prepare for a mock interview that will be...

FACE-TO-FACE?

Dress professionally and treat this as a real interview throughout the process.

Prepare as you would for an interview with an employer.

Arrive at the CMC (RCOBA 119) 10 minutes early.

OVER THE PHONE?

Get into an environment without distractions.

Have talking points and notes in front of you for your reference.

Be prepared 10 minutes early to receive your interview call.

VIRTUAL?

Communicate if you will utilize the virtual interview room in the CMC office or will be elsewhere.

Log on 5 minutes before interview time.

Dress professionally and treat this the same as an in-person interview. Remember to consider your background.