

Interviewing Worksheet

Did you find this worksheet helpful? Check out the Career Guide for more info: info.wcu.edu/careerguide or the Canvas Career Collection located on your WCU Canvas Dashboard

Types of Interviews:

- **Screening or Introductory:** Short interviews (roughly 5 to 10 minutes long) conducted via phone or video call usually by an HR Representative to verify your eligibility and interest in the position.
- **One-On-One:** Most common in entry-level positions, one-on-one interviews consists of meeting with a single representative from the company and usually lasts between 30 minutes and 2 hours, depending on the position.
- **Panel:** Typically includes 3 to 7 company representatives, panel interviews are conducted so multiple people from various departments can meet you and ask questions. Expect these types of interviews to last a few hours and possibly more than 1 day, depending on the position and number of panels.
- **Second/Third:** Typically for intermediate positions, these interviews go more in-depth with industry-related skills that you have.
- **Video:** These interviews should be treated the same as an in-person interview. Pay particular attention to your background and lighting. Check out more tips for video interviews in the Career Guide.
- **Lunch/Dinner:** These should be treated as one-on-one or panel interview and are usually paid by the interviewer, so be cognizant of what you order (i.e. avoid expensive or messy items).
- **AI:** Companies may ask you to record your answers and upload the video file to a system. This uses artificial intelligence technology to search for key words or phrases, like an automatic tracking system (ATS). Take your time in answering questions and re-record until you feel confident in your answers.

30-Second Commercials:

30-second commercials, sometimes called elevator pitches, give a concise overview of your experience, strengths, skills, achievements, and goals. Use the template below to craft your own!

Guidelines:

- Use concise and clear language and speak with confidence
- Sell professional abilities and experiences
- Emphasize your strengths and link them to the needs of the employer
- Use descriptive statements or specific examples of your acquired skills/ abilities
- State the kind of position you are seeking
- Link your knowledge, skills, and experience to the position and/or the employer

Greeting: Hello, my name is _____.

Experience: I am a _____ studying _____ at Western Carolina University.

Interest/Passion: I am mainly interested in _____.

Strengths: My strengths include _____, _____, and _____.

Brief Example: I worked at _____ and was able to _____.

Goal: I am looking to gain further experience in _____.

Interview Questions:

Prepare for interviews by responding to these common interview questions below.

1. **Tell me about yourself.** (Use your 30-second commercial to describe yourself).

2. **Why should we hire you?** (Talk about how your experience aligns with the job description and company values). _____

3. **Why do you want to work for our company?** (Research the company and explain what you like about it).

4. **What do you consider to be one of your greatest achievements?** (Talk about something that was challenging and why the accomplishment was important). _____

5. **Describe a difficult work or project and how you overcame it.** (Use the STAR Method).

6. **What are your strengths/ weaknesses?** (When you discuss your strengths, discuss the ones that align with the job. When asked about your greatest weakness, show how you are working to overcome it).

STAR Method

Situation: Talk about the event or challenge you navigated. Provide context and background information.

Task: Explain the task at hand that you had to complete.

Action: Describe the specific actions you took to complete the task and with whom you collaborated

Result: Describe the results of your effort and describe your impact.

Questions to Ask the Interviewer:

Always bring 2 to 3 questions to ask at the end of the interview to show that you are interested in the position and the company.

- What are some of the reasons you like working at this company?
- How would you describe the work environment here?
- What are the growth opportunities for this role?
- What are some challenges you expect someone to face in this role?
- What is the first thing you will want someone to address coming into this role?
- What would a typical day look like in this role?
- Where do you see the company heading in the next five years?
- Are there any questions or concerns you have about my candidacy for this role?
- What would a 30, 60, 90-day plan look like for someone in this role?
- What does on-boarding a new employee typically look like at your organization?

What to AVOID During an Interview:

- Do not arrive late.
- Do not let your phone or watch ping.
- Avoid closed body language.
- Do not show lack of interest.
- Do not think too far ahead about what you are going to say.
- Avoid asking questions that you should have Googled.
- Do not complain or talk poorly about your last job/boss.
- Avoid asking about things unrelated to the job description initially.