“Tell Me About Yourself”
**Your guide for the interviewing process**

***Being prepared for an interview is very important. Here are some example questions and tips on answering them***

**Informational Questions**
- What interested you in this position?
- What is one thing in the job description that you will excel at?
- What is one thing in the job description that will be a challenge for you?
- How does this job compliment your academics?

**Behavioral Questions**
- Describe a time when you made a mistake and how you handled it.
- Tell of a time when you worked on a team, your role, and the outcome.
- Give an example of a time you experienced a conflict and how you resolved it.

**Situational Questions**
- How would you handle a disgruntled customer?
- What would you do if you were given a project but were unsure how to complete it?
- What would you do if you had a meeting in five minutes, but were distracted by other company related responsibilities?

Some job opportunities may require you to take assessments before moving forward in the interview process. Remember:
- Be honest.
- Know the job qualifications beforehand.
- Tie skills and personality traits with situational and behavioral questions.

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**The STAR Method**
How to Formulate an Answer for Any Interview Question

- **S** Define the **SITUATION** you will use as your example.
- **T** Outline the **TASK** that was involved in the example.
- **A** Detail the **ACTION** you chose to take.
- **R** Describe the **RESULT** of this example.

For more detailed information, call 317-274-4856 to set up an appointment!
Interview

Attire Best Practices

1. Keep jewelry to a minimum and cover tattoos in most cases.
2. Wear little to no perfume, aftershave, or cologne.
3. Wear clean clothes and shoes. Make sure clothing is wrinkle-free. Suits, jackets, slacks, shirts, blouses and professional dresses are encouraged.
4. Assess the level of business attire required to avoid being over or under dressed.
5. Fingernails and hands should be clean.

Before the Interview...
- Review the job description and the company website, create questions pertaining to the position
- Track time/date of scheduled interviews with potential employers
- Prepare a final resume and list of references for the interview
- Touch base with references about a possible contact from the company/organization

During the Interview...
- Arrive at least 10–15 minutes early
- Maintain eye contact with a relaxed smile, using specific examples and experiences to answer questions
- Be sure to ask questions and take notes if needed
- Thank the interviewer and ask about the timeline for filling the position

After the Interview...
- Send a thank you email or letter to the employer as soon as possible
- Follow up according to the timeline mentioned at the interview
- Keep searching and applying for other opportunities and continue to interview
- Reflect on answers you provided during the interview and keep practicing using different questions

Phone Interviews
It is important to provide a phone number at a place where you can be alone and not distracted. Having your documents on hand is also a good way to be prepared.

Job Fairs
A job fair is like interviewing with a bunch of people all at once. Make sure to bring a lot of resumes and dress for success! If there is a list of employers, make sure to look for your top picks and go to them first!

Skype Interviews
It is important to dress business casual from head to toe. Also, be in a quiet space where you will go uninterrupted with good internet connection. Become familiar with technology before the interview.

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