APPLICANT INTERVIEW Sample FORM

NOTE: Feel free to substitute whatever questions you want – these are simply ideas

Break the Ice
- Student should be able to take the initiative here and keep a comfortable conversation going

1. Tell me about yourself.
   - Student should be short and to the point
   - Student should identify 2-3 key points that he/she wants you to know about him/her
   - Make a note if student seems like s/he’s unprepared for this question or rambles too much

2. ASK POINTED QUESTIONS ABOUT THEIR RESUME – Pick two to three items that aren’t clear from their resume/cover letter
   - Students should be positive about every experience
   - Students should close the gap between the experience you ask about and how that shows their qualifications for the job

NEXT, ASK A FEW BEHAVIORAL QUESTIONS…for example:
- First, students should explain the SITUATION
- Next, they should outline specific actions which they took
- Finally, they should describe the results of the actions they took

3. Give me an example of a time when you had to “stand up” for a decision you made even though it made you unpopular. Tell me about the situation in detail and the ultimate resolution.

4. Tell me about an experience where you were part of a team, the role you took within the team, and how the experience worked for you.

5. Give me an example of a time you used facts and reason to persuade another person to take action. What was the situation? What was the result?

THEN, ASK A FEW JOB SPECIFIC QUESTIONS…for example:
- Student should convince you that s/he can do the job and knows the material.

6. Tell me about our company’s balance sheet. What stands out? (FINANCE JOBS)

7. What brands do you feel passionately about? (MARKETING JOBS)

8. What do you believe are the critical success factors for this position? (ANY job)

9. Do you have any questions about XYZ company?
   - Students should have several key questions prepared
   - Students questions should show you that they have done some research on your firm

CLOSING:
- Students should make it clear that they are interested in the job
- Student should ask you what the next step in the process is