



# UNIVERSITY of the ROCKIES<sup>SM</sup>

---

## The Interview

---

### PURPOSE OF AN INTERVIEW

---

The interview is considered one of the most important pieces of the job search process. The interview is a time for you to verbally express your qualifications to an employer and to ensure the company is a good cultural fit for your personality. It is also a time for the employer to learn more about you and for you to learn more about the employer and position.

### WHERE TO START

There are many steps to have a successful job interview:

- Be able to articulate your skills, qualifications, past experience, and how they relate to the position.
- Be able to answer the most commonly asked interview questions.
- Schedule a mock interview with Career and Alumni Services by emailing [careerservices@rockies.edu](mailto:careerservices@rockies.edu).

Check out the following videos below!

[Interview the Interviewer](#)  
[No Google Answers](#)  
[Interview Follow-up](#)

### AN EMPLOYER'S PERSPECTIVE

What employers ask themselves when interviewing candidates:

- Is this person qualified to do the job in question?
- Did this person prepare for the interview?
- Will this person fit into the company culture well?
- Is this person a team player?
- Can the company afford this person's salary requirements?
- Does this person want to work for the company?
- Will this person stick around if hired?
- What can this person contribute to the organization?
- Is this person the best candidate for the job?

### COMMONLY ASKED QUESTIONS\*

#### Your Qualifications

- Tell me about yourself.
- How has your background prepared you for this position?
- What is your greatest accomplishment?
- What are your strengths?
- What is one of your weaknesses or an area of improvement?
- Why do you want this job?

#### Behavior Questions

- Tell me about a time you faced a conflict and how you handled it.
- Tell me about a time you took initiative and what was the outcome.
- Tell me about a time you worked as a team member and your role in the team.

#### Additional Questions

- Where do you see yourself in the next five years?
- How do you handle stressful situations?
- How do you stay organized?
- Why are you leaving your current position?
- What are your salary requirements?
- What motivates you?
- How would your coworkers describe you?
- What was the last book you read?
- Why should we hire you?

#### Star Technique

**Situation**  
**Task**  
**Action**  
**Results**

To answer questions fully, be sure to discuss the situation in question, the task at hand, what actions you took, and the results of your actions.

\*interview format will vary depending on the industry



---

# Strengths-Based Interview Preparation Activity

---

## PURPOSE

The purpose of this activity is to prepare you to communicate your specific talents during an interview. The intention is that you will secure more opportunities, including some that are more difficult to attain.

---

## WHERE TO START

For this activity, you will need:

- your resume;
- a detailed description of the job for which you are applying;
- a notepad; and
- if you have already taken StrengthsFinder, your StrengthsQuest Top 5 Report and Action Items.

## AFTER THE ACTIVITY

Once you have completed the activity, you should be able to do the following:

- Know how your strengths relate to the position;
- Know how you have used your strengths in the past and how you can use them in the future;
- Know whether this position is a good fit for your strengths;
- Know how to leverage your strengths in an interview setting.

## ACTIVITY INSTRUCTIONS

1. Put yourself in a comfortable environment. On your notepad, sketch a narrative of your work history and experience. Use your resume to help your memory. Try to find past experiences – activities you enjoyed, decisions you made, conversations you had, tasks you took on – that relate to this job description and prepared you to do this job. Write down those experiences.
2. Write down a list of your strengths. Next to each strength you list, note one specific example of a time when your behavior demonstrated that strength.
3. Finally, using the top strengths that you have listed, and your specific examples of each, write a brief statement (one or two paragraphs) that explains why you are the best candidate for this position. Practice delivering this statement, either with a friend or in the mirror, until you are comfortable communicating your strengths.

---

The University's programs and services are designed to prepare students and graduates to pursue employment in their field of study or related field; however, the University does not guarantee that students or graduates will be placed in any particular position or employment. Any statistics referenced on the website and attributed to a source other than University of the Rockies have not been independently verified by University of the Rockies. Career Services abides by the principles of professional conduct set forth by the National Association of Colleges and Employers ([www.nacweb.org](http://www.nacweb.org)).

