



career guide

interview worksheet

ASU Career Services offers a comprehensive on-line Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit the Career Guide at asu.edu/careerguide.

Interview preparation

Considering the types of questions employers will ask and the types of questions you should ask during an interview is an important part of interview preparation. While the following list is not comprehensive, it should provide a framework to help you appreciate the range of questions that can be asked.

Traditional interview questions:

Any interview will certainly have a variety of traditional questions that focus on topics such as your career goals, thoughts on topics like leadership and teamwork, and work ethic. In all likelihood, there is no “right” answer to these questions. Instead employers are more interested in Your overall work style and ability to communicate.

Respond to traditional interview questions directly and honestly, effectively and simply.

Interviewer question	Strategies for answering traditional interview questions
Tell me about yourself.	A solid response can lead the conversation in a direction that allows you to elaborate on your qualifications. While this seems like a piece of cake, it is difficult to answer effectively because it is so broad. The important thing to remember is that you should respond with your strongest selling points for the position, including your education, professional experiences and most salient qualities.
What are your strengths and weaknesses?	Give a concrete example to showcase your strengths. The employer may be assessing how open you are. You have an opportunity to showcase your strengths by giving a concrete example. You should be honest in describing an area where you want to improve (i.e. a weakness). When citing a weakness be sure to describe how you are working to improve it.
Where do you see yourself in five years?	If you are interested in growing with the organization, share your desire to stay with the firm and develop the skills necessary to advance. The interviewer wants to know if you are ambitious and whether you think about your long-term goals. It's okay not to know all of your goals moving forward. Just be honest with how you hope your career will progress.
Why should I hire you?	Just sell yourself. Responding to this question generally reveals how confident candidates are about their qualifications for the position. The response should showcase your top skills and strengths that relate to the job. Since it is highly unlikely that you know who all of the other candidates are, it isn't necessary to try to make comparative statements.
Why do you want to work here?	Demonstrate what you know about the organization. This question reveals how much you know about the organization. You want to convey your genuine interest and can only do that if you are sufficiently familiar with the organization. There is no substitute for researching the organization in advance.
Why did you leave your last job?	Always bring up the positive attributes of your previous employment even if it was not always a positive experience. It's normal for people to move on to new positions and organizations throughout their career. In your response to this question consider how moving from one position to another helped in your professional growth.

What accomplishments are you most proud of?

Choose a relevant accomplishment.

As with most interview responses, be specific and select an accomplishment that relates to the position. Even if your greatest accomplishment in your mind is being on a championship high school athletic team, opt for a more professionally-related example.

What are your salary expectations?

Steer clear of discussing salary specifics before receiving a job offer.

This is one of the hardest questions, particularly for those with limited experience. Before the interview, research the salary range in your field. Let the interviewer know you will be open to discussing fair compensation when the time comes. If pressed for a more specific answer, always give a range rather than a specific number.

Behavior-based questions:

Behavioral based questions are designed to determine your likely future behavior given specific experiences from your past.

Interviewer question	Behavior-based question objective
Tell me about a difficult decision you made.	The interviewer wants to know about your process. What factors did you consider when making the decision? What alternatives did you consider? Did you think about timeliness, deadlines, quality, budget, monetary issues, etc.?
Please describe a situation in which you had to go above and beyond the call of duty.	The recruiter is trying to measure your initiative and your energy. Are you willing to do more than the minimum? What do you consider to be "more than expected?" How do you define the least effort required for a situation?
What did you do in a project that contributed to the team environment?	Your answer reveals how successfully you interact with others. How did you make a difference to the project? What was your leadership style? What were your main contributions to the project? To the team?
What did you do in your last job to be more effective with your organization and planning?	Responding to this question provides evidence about how you organize, plan and prioritize. Which factors did you consider in your actions? How thorough were your ideas and their execution? How do you measure your own effectiveness?
Tell me about a time when you had to bend the rules.	This demonstrates your flexibility and your commitment to continuous improvement. Did you use good judgment when determining whether to bend this particular rule? What rules do you consider bendable? Do you know the difference between bending and breaking a rule?

Technical interview questions

Depending on the job, employers will want to know if you have the specific skills that are required to complete certain job tasks. In these situations, you may be asked some technical questions. These questions are usually not designed to be easy and getting the "right" response, while preferable, may not be crucial. When responding to a technical question, employers are evaluating your logic in solving a problem. **Walk the interviewer through your thought process, demonstrate how you arrive at your response in your answer.**

Questions for you to ask your interviewer

It is important to have at least a couple of questions that you will ask the interviewer(s) at the conclusion of your conversation. **Candidates have a good deal of latitude in the questions they ask.** At the same time it is important to avoid questions that are based on the presumption of being offered the position (i.e. what is the salary range for this position?). Candidates can ask these types of questions once they have actually received an offer. You can ask questions ranging from small details about the job to big picture analytic questions.

What brought you to this organization? Can you tell me about your own experiences so far?

What have been some major contributions made by individuals who have held this job previously?

What are some examples of problems I will be expected to address?

Would I be involved in the current acquisition of ABC Company?

It's not clear from what I've read whether there is a fairly standard career ladder starting with this position. Based on your experience with the company, what have you seen in terms of opportunities for advancement in this functional area?

Could you tell me about the people with whom I would be working? What types of positions do they hold?

How would you characterize the culture of this organization?