



Interview Practice Questions and Tips

Many individuals get nervous before interviews. It's a good idea to practice interview questions with the students frequently so they feel prepared. As a provider, practice interviewing the students as if you are the employer. Provide students with feedback on their responses.

List of Common Interview Questions:

1. Tell me about yourself.
2. Why should I hire you?
3. What is your greatest accomplishment?
4. How did your education prepare you for your career?
5. Have you ever had a conflict with a boss or professor? How did you resolve the conflict?
6. What is your greatest strength?
7. What is your greatest weakness?
8. What is your dream job?
9. What goals do you have in your career?
10. Describe a situation in which you were successful?
11. What do you think it takes to be successful in this career?
12. What motivates you?
13. Would you rather work independently or with a group?
14. What motivates you?
15. How would your past teacher or job supervisor describe you?
16. What were your favorite classes in school? Why?
17. Do you have any plans for further education?
18. What training do you think you will need to become a productive employee?
19. What do you think will be the most challenging part about working in this career field?
20. Why do you want this job?

Coaching Students

Tips and Tricks to Emphasize:

- Remind students to answer questions in a positive manner. If an interviewer asks them a question such as “What are your weaknesses?”, students can identify any area of weakness while also accentuating their positive traits.
 - For example: *“When someone criticizes my work, I sometimes take it personally. I have learned that accepting others’ feedback and criticism only makes my work better.”*
- Encourage students to be confident. Sell themselves and consider their strengths for all questions
- Use the **C-A-R** model: **Challenge, Action, Result**. Think of a challenge they have faced, the action they took, and what the result was.
 - For example: *“It was a challenge for me to remember customers’ coffee orders at my School-Based Enterprise. I started carrying an audio recorder and making sure it was okay for me to record the order. Then, I was able to play it once I got back to the kitchen. After that, I did not mess up any coffee orders again!”*
- Encourage students to think of all of experiences—not just what they have done in a work setting. If they have learned about something or researched it, feel free to speak about those experiences.
 - For example: *“After speaking with my career mentor and researching career clusters, I think that a job at a library is a good fit for me. I love to read, am organized, and have a good memory, so I would be good at organizing books on shelves according to the Dewey Decimal System.”*
- Have students practice making frequent eye contact and smiling or displaying body language that indicates they are listening
- Review with students that it’s okay to ask for a question to be repeated or rephrased if they don’t understand it
- Assist students in preparing a few questions to ask at the end of the interview. They can be general or more specific to the position. Examples include:
 - *“What is the training process like? What types of support do new employees receive?”*
 - *“What do employees typically like about this job?”*
 - *“Do employees typically work behind the scenes or with customers?”*
 - *“What are the expected hours for this position? Will they be constant or change?”*