



Preparing for an Interview

Interview Prep Checklist

- Have your resume, cover letter, and LinkedIn profile reviewed by a Career Coach at the Center for Career Design.
- Re-read the job description for the position and brainstorm possible interview questions (check [Glassdoor](#)).
- Research the organization's mission and vision. What do they produce (product/service)? What are they known for? Gather an overview of the division to which you are applying.
- Check out the Center for Career Design's Career Closet to find professional attire to wear to your interview.
- Confirm the date, time, and location of the interview.
- If you are preparing for a virtual interview, make sure to find a quiet space for interviewing and to test your wifi, mic, and lighting.



Visit Glassdoor!

Preparing Your Answers for a General Interview

Question Type	How to Answer	What Do You Plan to Say?
<p>Introduction/Background Information Prompts</p> <ul style="list-style-type: none"> • Tell me about yourself. • Tell me more about your background. • Tell us why you are interested in this job. 	<p>1. Present (what you do now + recent accomplishments): “I’m a senior in game design, graduating in May, and I work as a computer science tutor with 20+ students weekly to help them with homework.”</p> <p>2. Past (experiences that prepared you for the job): “I have completed many hands-on projects in debugging and coding in my classes. I’ve also been a member of the e-sports team over the last four years to understand how people play games and to learn user experiences.”</p> <p>3. Future (why you are here - what you are looking forward to do next): “These experiences helped me understand how the bridge between user experience and game design is critical, and that’s why I’m interested in this position that focuses on...”</p>	

Question Type	How to Answer	What Do You Plan to Say?
<p>What are your strengths?</p>	<ol style="list-style-type: none"> 1. Focus on one or two strengths or motivations: “I think some of my biggest strengths are taking initiative and bringing people together to collaborate.” 2. Tell a brief story to illustrate the strength(s): “When I was helping my supervisor at CSU where I did my internship...” 	
<p>What are your weaknesses?</p>	<ol style="list-style-type: none"> 1. Think about the flip-side of your strength(s): “I find it challenging when people are already getting along well with each other and collaborating successfully.” 2. Give a brief example: “For example, when I was in a group project in a class...” 3. Describe what you’ve done to improve your weakness(es): “After I did some activities outside of the class to help people get to know each other, I realized that I was focusing too much on their emotions. I created a task chart to help us focus more on the project.” 	
<p>Where do you see yourself in five years?</p>	<ol style="list-style-type: none"> 1. Connect the position to your strengths/motivations (return to why you are applying for this position): “I enjoy facilitating team collaboration and accomplishing a project together...” 2. Identify what you’d like to be doing or what role you would like to play within the organization: “..so I’d like to have developed strong leadership skills in project management and training other software engineers.” 	



Preparing for an Interview

Preparing Your Answers for a Behavioral Interview

Behavioral Interview Questions focus on how you have acted in a specific situation. They usually start with phrases such as “Tell us when you...”, “Tell me about a time when you...”, and/or “Give me an example of a time you...”

Use the **STAR method** to organize your answers to these prompts.

- **Situation:** Create a brief overview of the situation, including when and where the story begins and who all was involved.
- **Task:** Explain what needed to be done and what your goal was or what was at stake. What was your role and the roles of others involved?
- **Action:** Show your thought process during the event. How did you accomplish your task? What actions did you take? Focus on what YOU did to achieve the goal that was set. What tools did you use and how did you use them?
- **Result:** What were the results of your actions and why did the outcomes occur? What did you learn? Try to quantify your results in a measurable and objective way. Even if the event did not produce desirable outcomes, talk about what you learned, how you turned the experience into a positive one, and how you will apply your experience to future situations.

Skills	Situation	Task	Action	Result
<p>Communication: Give me an example of a time when you were able to successfully persuade someone at work to see things your way.</p>				
<p>Leadership: Describe a time when you had to step up and demonstrate leadership skills.</p>				

Skills	Situation	Task	Action	Result
<p>Collaboration/ Teamwork: Tell me about a time when you had to work closely with someone whose personality was very different from yours.</p>				
<p>Handling Conflicts: Give me an example of a time you faced a conflict while working on a team. How did you handle that?</p>				
<p>Problem Solving: Tell me about a time you failed. How did you deal with the situation?</p>				
<p>Project/Time Management: Give me an example of a time you managed numerous responsibilities. How did you handle that?</p>				

* Note any other skills listed on your job/internship description and use [*Glassdoor*](#) to brainstorm possible prompts based on these skills.