



Practice Interview Guide

Core Questions:

- Tell me about yourself
- What is your greatest strength?
- Give an example of a time when you assumed a position of leadership.
- (((Insert an illegal question here)))
- What is your greatest weakness?
- Tell me about a time when you made a big mistake at work or school. What was the end result?
- How would a professor or former employer describe you?
- Tell me about a time you wish you had managed your time better
- Why should I hire you?
- What questions do you have for me/us?

Additional Questions:

- With what types of people do you work best?
- Describe your best/worst boss
- If you had your life to live over what would you change?
- What motivates you?
- What major problem have you had to deal with recently and what did you do about it?
- Is money important to you?

EVALUATION	1	2	3	4
CRITERIA	EXCELLENT	GOOD	NEEDS WORK	UNACCEPTABLE

Dress/Grooming..... 1 2 3 4

Comments:

Greeting (handshake, smile, introduction, etc)..... 1 2 3 4

Comments:

Body language (posture, fidgeting, eye contact, etc)..... 1 2 3 4

Comments:

Verbal articulation (clarity, volume, word choice, organization, etc)..... 1 2 3 4

Comments:

Answers (length, appropriateness, gave behavioral responses/examples)..... 1 2 3 4

Comments:

Perceived level of confidence..... 1 2 3 4

Comments: