Using the student worksheet, have students respond to the first question, “Tell me about yourself?” After they have responded to the past, present and future prompts, combine them to create a cohesive answer. Finally, have them pair up with a partner and discuss.

When the “What are a few of your strengths and how do you exemplify them in your work?” prompt appears in the presentation have the students fill out this section of the worksheet. Pair with a partner and discuss.

For the final prompt, have the students select one of the provided questions and answer using information provided throughout the presentation. Have students pair and share for a final time.

Now as a class, discuss a few student answers to any of the questions from the student worksheet. Was there anything that was difficult to answer? Were there any methods that were especially helpful? Can you think of any other questions you might be asked in an interview that would be helpful to prepare for?

One of the keys to a successful interview is preparing for questions that you may encounter. Employers are often interested in how you respond to three major types of behaviors: Strengths/weaknesses, leadership and teamwork.
PAIR & SHARE STUDENT ACTIVITY

Instructions: Follow along with the presentation and complete the student worksheet at each prompt below.

1 Step One

Tell me about yourself?

You might think this is the hardest question in the interview because there is no right or wrong answer, even if it is only about you! It is helpful to break the question down into three main areas. What have you done in the past, what you are currently involved in and what you want to do in the future. You will want to frame these aspects into the job for which you are interviewing. Finally, make sure the parts you highlight are relevant to the position you are applying.

- Past:
- Present:
- Future:

Now using these three categories, formulate an answer to the question, “Tell me about yourself?”


2 Step Two

What are a few of your strengths and how do you exemplify them in your work?

Think about three things that you are good at and list them below. What are things that come naturally to you? That you receive positive feedback about? Things that you enjoy most? Then give an example of how you exhibited each strength.

Strength: 
Example: 

Strength: 
Example: 

Strength: 
Example: 

Strength: ____________________________________________________________
Example: ____________________________________________________________

Choose one of the following questions and answer below:
• Give an example of a time when you overcame an obstacle.
• What is your biggest weakness, and how are you working to improve it?
• What accomplishment are you most proud of?

To best prepare for interviews here are some other common questions you might encounter:

**Personal Attributes**
1. How would you describe yourself?
2. How do you think a friend or professor would describe you?
3. Why should I hire you?
4. What qualifications do you have that make you think you will be successful in (__________)?

**Expectations and Personality**
1. What qualities should a successful manager possess?
2. Describe the relationship that should exist between a supervisor and those reporting to him or her.
3. What two or three things are most important for you in your job?
4. What is your geographical area of preference?
5. Why do you think you might like to live in the community in which our company is located?
6. In what kind of work environment are you most comfortable?
7. How do you work under pressure?

**Goals**
1. What other goals, other than those related to your occupation, have you established for yourself for the next ten years?
2. What do you see yourself doing five years from now?
3. What do you really want to do in life?
4. What are your long-range career objectives?
5. How do you plan to achieve your career goals?
6. What do you expect to be earning in five years?

**Experience**
1. In what part-time or summer jobs have you been most interested? Why?
2. What major problem have you encountered and how did you deal with it?
3. What have you learned from your mistakes?
4. What two or three accomplishments have given you the most satisfaction?
**Education**
1. Why did you select your college or university?
2. What led you to choose your field of major study?
3. What college subjects did you like the best? Least? Why?
4. If you could do so, how would you plan your academic study differently?
5. How has your college experience prepared you for a career in ______________?
6. Describe your most rewarding college experience.
7. What changes would you make in your college or university experience? Why?
8. What have you learned from participating in extracurricular activities?

**Motivation**
1. What are the most important rewards you expect in your career?
2. Why did you choose the career for which you are preparing?
3. How would you describe the ideal job for you following graduation?
4. What motivates you to put forth your greatest effort?
5. How do you determine or evaluate success?
6. If you were hiring a graduate for this position, what qualities would you look for?

**Company Knowledge**
1. Why did you seek a position with this company?
2. What do you know about our company?
3. What do you think it takes to be successful in a company like ours?
4. In what ways do you think you can contribute to our company?
5. What criteria are you using to evaluate the company for which you hope to work?

**Additional Questions**
1. What are your major strengths?
2. What is a weakness you have and what are you doing to correct it?
3. What does success mean to you?
4. What qualities do you admire in others?
5. What were the three most important events (decisions) in your life?
6. How are you a leader? Provide examples.
7. What do you do in your leisure time?
8. Tell me about accomplishments in which you take pride.
9. What magazines or books do you read? Why?
10. What personal characteristics are necessary for success in your chosen field?
11. What are your career goals?
12. How does your education relate to our needs?
13. Why do you want to work for us?
14. How long do you intend to stay with our company/organization?
15. What are the disadvantages of this field?
16. What has annoyed you about people that you have worked with in the past?
17. What have you learned from your past jobs?
18. How do you handle criticism?
19. How often, and in what way, did you communicate with your subordinates and superiors?
20. What kinds of professors did you like? Why?

**Summary:** Reviewing and practicing commonly asked questions can help you become more confident when answering commonly asked questions.