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PROFESSIONAL SURVIVAL GUIDE FOR INTERVIEWING



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An interview is meant to be a *mutual exchange of information* between you and a potential employer. As a job seeker, your goal is to communicate your strongest selling points to the employer while also determining whether the job is the best fit for you. Below are tips on preparing, conducting and following up on job interviews.

TOP 10 INTERVIEW TIPS FOR NEW GRADS

1. **Do your homework** on the job, the organization, the competition and the industry. Reading the website is the minimum. Tap your college and/or high school alumni network and your parents' network to get the inside scoop. Most students don't read business magazines, newspapers or trade journals, so when you do, you'll stand out from the crowd. Doing this homework will prevent you from asking really obvious -- and naïve -- questions.
2. **Anticipate and prepare for the typical questions with strong personal answers.** "Tell me about yourself." "What are your strengths and weaknesses?" "Tell me about your greatest accomplishments." "Share a time you failed and how you responded to the situation." "Why do you want this job?" "Why this organization?" Have your answers and examples so well-rehearsed that it's natural.
3. **Develop 5-7 adaptable stories from your resume related to the job you're seeking.** Start with the situation by describing the context and problem. Then explain what you did to improve the situation and describe the results in quantifiable terms. This demonstrates that you understand the importance and the impact of your personal contributions. With these stories prepared in advance, you can adapt them to various questions.
4. **Frame your answers to show how you will add value to the organization.** Many students too often focus on why they want the job, what they will get out of it, and why it will be good for them. Turn the tables and explain how and why you can and will benefit the organization. Find ways to tactfully mention what they'd gain if they hired you (or how much they'd miss out on if they didn't).
5. **Use the right vocabulary.** Surprise an employer by actually being able to translate how your academic or extracurricular experiences have helped to prepare you for the role you're interviewing for -- using words in the job description. Very few students can do this. For example, if you're a theatre major, describe how you managed and promoted a play or musical production using your project management, creativity and sales skills.
6. **Prepare two or three 'go-to' questions** that demonstrate you prepared in advance and your strategic thinking. There's a difference between "Tell me about the culture" and "Tell me about how major decisions are made here and provide an example of a recent decision and the process used." Or, "I read that the organization is changing its strategic direction. How will that affect this business unit?" Avoid questions where answers are on the website.
7. **Practice interviewing out loud** with mentors, adult fans or even in the mirror. Most students have not done many (if any) job interviews - and definitely not when under pressure. It's important to hear the words you intend to speak, including the tone, emphasis, inflections and facial impressions, so that you don't blow it when it really counts. It's rare to get a second chance.
8. **Demeanor, humble self-confidence, personality and enthusiasm really matter.** Smile! Allow your voice tone, words and body language to communicate your genuine excitement about the opportunity. It will be a significant decision factor for your interviewer. If you don't, your interviewer will question if you really want the job or if you're going to be committed to the organization. This is one of the top reasons why people do not get job offers.
9. **Don't judge a book by its cover.** Many students have difficulty getting excited about entry-level jobs because they feel overqualified or discouraged that the work will not be fulfilling. In each interview, your primary objective is to get invited back for another interview and to eventually secure an offer. As you progress through the process, many find that the job and organization are much more interesting than they originally thought.
10. **Finish strong and follow up.** Always close with a final statement that makes it crystal clear that you are genuinely excited and interested in the opportunity, including why you'd be a great hire and fit for the job and organization. Clarify next steps and the timeline. Email a thank you note less than 24 hours after the interview while it is still fresh on your mind. Articulate your fit and why they should hire you specific to the interview conversations. Every interviewer expects a thank you note from each candidate, so no note is a sign of no interest and no professionalism. To really stand out, also send a neatly hand-written thank you note soon after the interview.

REFERENCE: http://www.huffingtonpost.com/andy-chan/new-graduates-interview-tips_b_3443514.html

TYPES OF INTERVIEWS

Screening/Initial Interview

- Intended to screen a larger group of candidates to eliminate candidates who do not possess the necessary qualifications
- It may be conducted by an HR representative and not the hiring manager
- They are often done over the phone or at a career service event
- They tend to be short (30 minutes-1 hour) and are meant to evaluate any or all of the following:
 - Relevant experience
 - Education
 - Technical skills/abilities
 - Soft or transferrable skills

Selection/Final Interview

- Intended to get to know final candidates and focused on exploring specific qualifications and “fit”
(In other words, do the candidate’s personality, interests, and professional skills match what the employer is looking for?)
- It is usually longer and more thorough than a screening interview, lasting anywhere from an hour to an entire day
- The candidate will visit the organization, meet the hiring manager and may meet with a series of groups of people (including supervisors, top management, co-workers, etc.)

PREPARING FOR THE INTERVIEW

Know the company and the industry

Research the company website to answer the questions below:

What are the company's mission/vision statements?

What are their products/services? Where are their locations?

What is their history and what are their future goals? Is the company growing?

Who are their major competitors?

- “Google” the company or search information about it on Glassdoor.com, Vault.com, and LinkedIn.com
- Check with family, friends, faculty, and in your professional network for people who may have worked for the company in order to get the inside scoop
(This is often called *informational interviewing*- for more tips, see our Survival Guide for Informational Interviewing)

Know the position

- **Familiarize yourself with the job announcement.** Be sure that you understand each aspect of what you will be doing on the job (you can always ask clarifying questions at the end of your interview if necessary).
- If the job announcement is not very detailed, search the O*Net (www.onetonline.org/) for a general description of the job and other related positions.
- **Search for other similar job descriptions** on Indeed.com or SimplyHired.com and compare them. This will help you to better understand the types of things someone in this position might be required to do.
- Think about examples from past work, volunteer, internship or school experiences that demonstrate your ability to fulfill each qualification listed in the description. Be ready to give concrete examples during your interview that would be impressive or relevant to the employer.

Know yourself

Know what you really want and the type of company you want to work for. New graduates and young professionals should especially think about and be prepared to answer the following questions in case the interviewer asks:

- How would you fit into the company culture?
- What would you bring to the team?
- What are your strengths and weaknesses?
- What are your future career goals? How does this position fit into your 5 or 10 year plan?
- What specific experiences have you had that demonstrate your ability to do this new job?

While employers value directly related work, volunteer, or internship experience, they usually state they are looking for many of the following characteristics or attributes in new hires:

- Verbal/Written Communication Skills
- Interpersonal Skills
- Flexibility/Teachability (willingness to learn)
- Interpersonal Skills
- Initiative and Motivation
- Responsibility

Ask yourself when and how you have proven these types of characteristics in professional or work settings. (They can often be found at the end of the job description and/or in a section entitled “Preferred” or “Other Qualifications.”) Also see our Survival Guide for Resumes for a list of *transferable skills* you can refer to in a resume or during your interview.

Job Interview One-Sheet - Your Personal Cliffs Notes

Brought to you by Jenny Blake, LifeAfterCollege.org

Check out my book on Amazon -- *Life After College: The Complete Guide to Getting What You Want*

Note from Jenny: My approach to preparing for interviews is to treat them like preparing for finals. I create a bullet-ized one-sheeter about myself with short buzz-words and answers to key potential questions that I can quickly glance down at (if necessary) during job interviews. 9 times out of 10, just preparing the one-sheet will lock these ideas into your brain so you don't even have to look down - but it's nice to have the Cliffs Notes with you just in case. This template has nine areas that were helpful to me - feel free to add/edit for what you feel is most useful for you.

<p>Five Key Points: The top 3-5 things I want the interviewer to remember about me.</p> <ul style="list-style-type: none"> • • • • • 	<p>This is why I rock: Stories/examples that show I'm a rockstar and uniquely suited for this!</p> <ul style="list-style-type: none"> • • • • • 	<p>Areas for Development: Strategic answers to that dreaded "tell me about your weaknesses" question.</p> <ul style="list-style-type: none"> • • • • •
<p>Brilliant Ideas: My suggestions for improvement or future direction of team.</p> <ul style="list-style-type: none"> • • • • • 	<p>My work/team philosophy: How I generally approach challenges & opportunities, and what excites me.</p> <ul style="list-style-type: none"> • • • • • 	<p>Questions I have: About the role, interviewer, company, future growth opportunities, etc.</p> <ul style="list-style-type: none"> • • • • •
<p>My Short/Long Term Goals: How this role fits well in my career plans.</p> <ul style="list-style-type: none"> • • • • • 	<p>Specific Challenges: What are some specific challenges I've faced, and how did I overcome them?</p> <ul style="list-style-type: none"> • • • • • 	<p>Other Notes:</p>

Practice

- Be able to provide specific examples of how you demonstrated or developed the skills employers are seeking.
- Your past behavior is the best indicator of future behavior - employers will give examples of particular situations and ask questions related to how you dealt with them. This is often called Behavioral-Based Interviewing. When answering these questions, remember:

S.T.A.R.

Situation/Task: Describe a specific event or situation, drawing from a job, internship, volunteer/leadership position or academic assignment. Give enough detail to paint a picture of the issue you faced and the task at hand.

Action: Describe what you did. Keep the focus on you and your role in solving the problem. You can talk about working with other people or your contribution to a group effort, but be sure to clearly state the importance of your role in resolving the situation.

Result: Share the outcome of the situation. Were your efforts successful? If not, describe what you learned or how you might change your actions in the future.

Below are examples of common Behavioral-Based Interviewing questions with the behavior the employer is seeking in parenthesis.

- ▶ Give me a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (**communication**)
- ▶ Describe a situation in which you recognized a potential problem as an opportunity. What did you do? (**initiative**)
- ▶ Give me a specific example of a time when you sold your supervisor or professor on an idea or concept. How did you proceed? What was the result? (**assertiveness**)
- ▶ Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? (**organization**)
- ▶ Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What roles did others play? (**creativity and imagination**)
- ▶ What, in your opinion, are the key ingredients in building and maintaining a successful business relationship? Give me examples of how you've made these ingredients work for you. (**relationship building**)
- ▶ Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn? (**time management**)

*Contact Career + Calling to conduct a mock interview with a counselor and practice your interviewing techniques.
Also see some other commonly asked interview questions at the end of this guide.*

PREPARING FOR THE INTERVIEW

QUESTION: Tell me about a time you used teamwork to accomplish a task.

SITUATION	TASK
<ul style="list-style-type: none"> • Class Project – Small Group Behavior • Team of 4 including myself • Planned concert for a small non-profit to raise money for afterschool program for kids • Band cancelled two days before event 	<ul style="list-style-type: none"> • Find a new band in less than two days
ACTION	RESULT
<ul style="list-style-type: none"> • Called emergency meeting • A few team members had contacts to local bands • developed a plan of attack prioritizing bands • set up GoogleDoc to communicate information 	<ul style="list-style-type: none"> • Found a band that was available • Raised over \$500 for program

QUESTION:

SITUATION	TASK
ACTION	RESULT

QUESTION:

SITUATION	TASK
ACTION	RESULT

DURING THE INTERVIEW

Arrival Time: Know where to go and be on time. Try to arrive 5- 10 minutes early. If you get there earlier, use the extra time to sit in your car and prepare.

What to Bring: Be sure you have 2-3 extra copies of your resume and references and a notebook to take notes during the interview (be sure to ask for permission first). It can help to write down everyone's name in case you interview with a panel of people. Also bring a list of questions to ask the employer.

How to Act: Be kind and engaging with everyone you meet, from the parking attendant to the administrative assistant. You never know who is watching and the influence they have in helping to determine who will be hired!

What to Take Away: Get the primary supervisor's business card so you can follow up directly with him or her later.

The First Impression

The first fifteen seconds is the most important part of the entire interview. This is when the interviewer will create an overall impression of an interviewee. You should pay careful attention to your verbal and non-verbal cues.

Non-Verbal Cues:

- Be confident.
- Sit, stand, and walk upright – Do not slouch or shuffle.
- Look the interviewer in the eye when you introduce yourself, smile and extend your arm for a firm handshake.
- Do not chew gum and make sure that your breath is fresh.
- Remain alert, keep steady eye contact and keep smiling, even if you are nervous.

Verbal Cues:

- Introduce yourself using your first and last name if the interviewer has not already called them out.
- Repeat the interviewer's name so that you will remember it.
- Thank the interviewer for taking the time to talk to you.

Interview outfits

DO

Business casual

This interview look would be appropriate for these industries: IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (non-management), architecture, health-care/life-sciences research, social media, advertising/PR and retail.



Detail adds interest but doesn't distract

Sweater and pants fit well

Casual, yet polished

Pants are appropriate length for heels

Business professional

This more formal interview look works for these industries: health-care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.

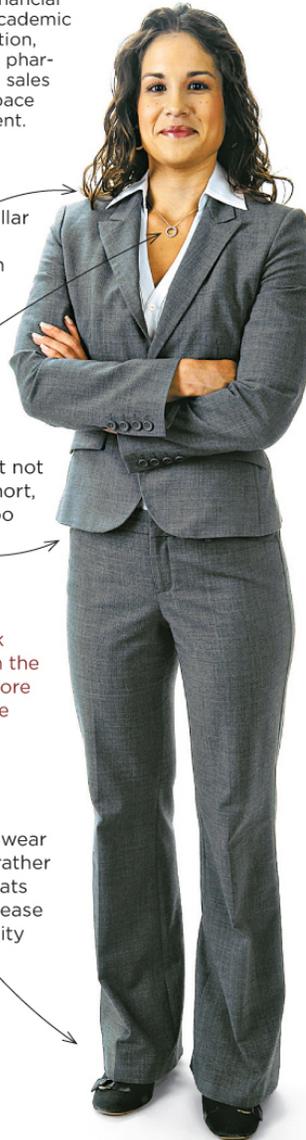
Blouse color, collar style go well with the suit

Minimal jewelry

Jacket not too short, not too long

Tip: Check yourself in the mirror before leaving the house

Could wear heels rather than flats to increase formality



DON'T



Necklace too large

Tip: Avoid any bright or patterned clothing that may be distracting

Too tight

Cotton capris: too casual

Too informal; this would be a better outfit for shopping at Pike Place Market (with different shoes)

Meet the experts

Local career experts Lisa Quast, CEO of Career Woman, Inc., and Josh Warborg, district president of Robert Half International, provided critiques of these outfits.

"Appropriate attire depends on the industry and company in which you will be interviewing, the geographic location and time of year."



Quast

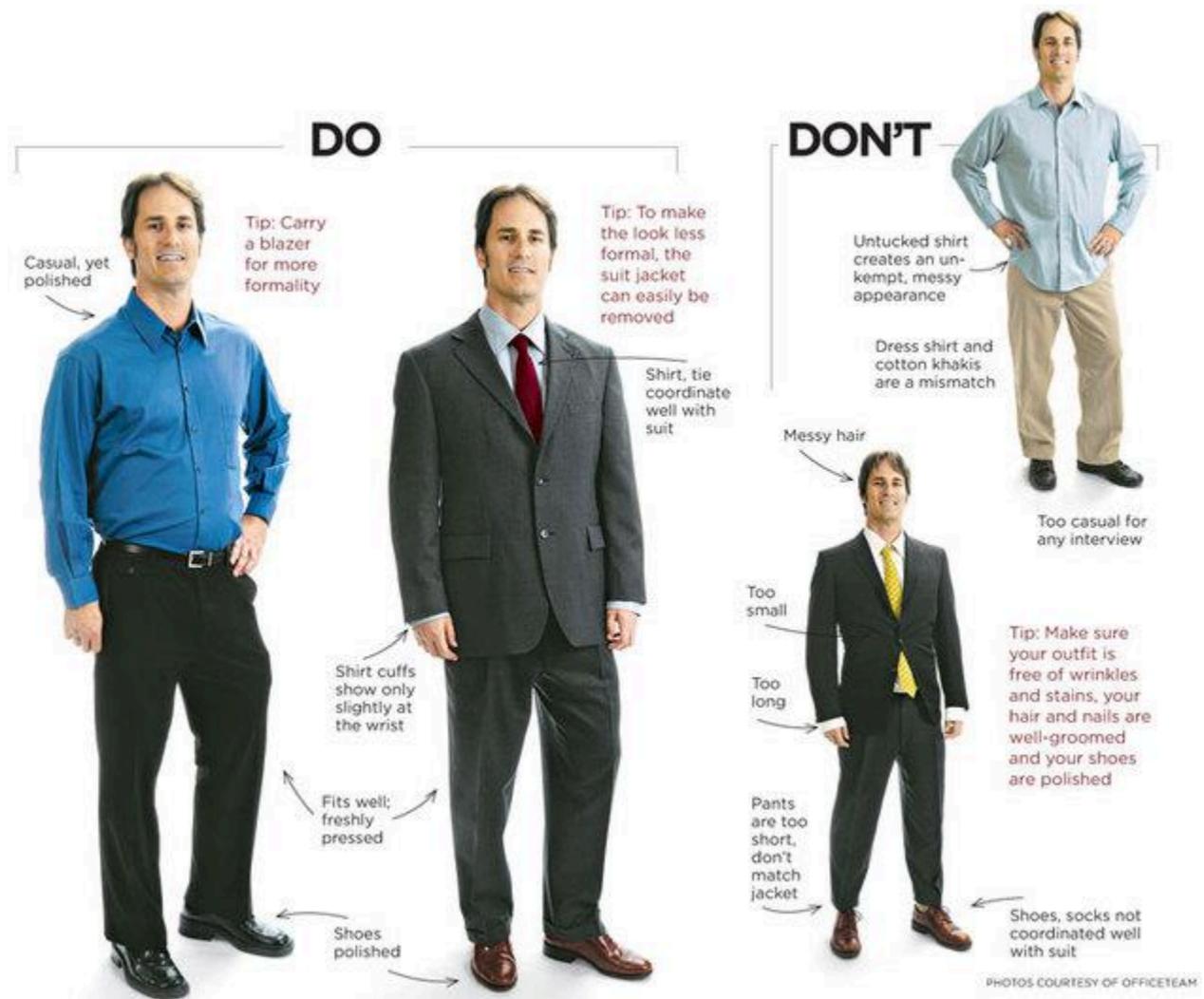
"Suits in conservative colors, such as black, gray or navy, paired with light, solid-colored shirts are a safe choice."



Warborg

PHOTOS COURTESY OF OFFICETEAM

DURING THE INTERVIEW



For traditional settings: (banking, consulting, insurance and most office settings)

WOMEN:

- Dark colored business skirt suit or pant suit. Skirt length should come to the knee.
- Solid colored or lightly patterned collared blouses with long or quarter-length sleeves; avoid plunging necklines and sheer materials
- Closed-toe shoes (no sandals or extremely high heels)
- Nude or dark sheer nylons (avoid patterns)
- Simple and conservative make up and jewelry; pull back hair and bangs
- No scented lotion, perfume or cologne- you may be meeting someone who is allergic!

MEN:

- Dark colored, tailored suit
- Long sleeved, wrinkle free shirt, either plain white, colored, or lightly patterned
- Ties should be plain or with a small print (do not wear a red tie- this is a "power" color and is only appropriate once you get the job)
- Socks should coordinate with the suit and shoes (usually black or dark blue)
- Black or brown dress shoes, well-polished
- Clean shaven or neat beard/facial hair (no 5 o'clock shadows)

For arts, education, non-profit and more casual settings:

WOMEN:

- Dress (quarter-length sleeves or longer) or skirt and blouse with no jacket
 - Be sure to wear nylons and closed-toe shoes
- When in doubt, wear a suit!**

MEN:

- Dress slacks with a sport coat (the pants may be khaki or light colored while the coat is dark)
 - Shirt and tie with no coat
- When in doubt, wear a suit!**

Commonly asked interview questions

1. Tell me a little about yourself.
2. How did you decide on your major?
3. What makes you stand out from the other candidates for this position?
4. Why do you want to work at this company? What do you know about our company?
5. What is one of your greatest accomplishments in a former position?
6. What are your biggest strengths? Your biggest weaknesses?
7. What would you like to be earning two years from now?
8. What would you like to be doing in five years? In ten years?
9. What do you do to manage stress in a high stress work environment?
10. Describe your relationship with your last supervisor. What were the best and most challenging aspects of that relationship?
11. What would your last supervisor say about you?
12. How would you contribute to our team to promote a productive work environment? Give examples.
13. What was your biggest professional disappointment? How did you cope with it?
14. Tell me about a time in which you demonstrated initiative and creativity. How do you think these attributes help you do your job better?
15. If you had a choice, would you prefer working by yourself on a project or with a group of people?
16. What do you like to do in your free time?
17. Do you have any questions for me?

Questions to ask the interviewer

*(Choose up to 3-4 questions and tailor to the company and position)**

1. In your opinion, what is the personality of this organization?
2. How would you describe your management style?
3. What are the best aspects and most challenging aspects of your job?
4. What are the organization's goals for the coming year?
5. What do you think is the biggest challenge I would face in starting this position?
6. Are there any professional development opportunities or trainings available for me as a staff member?
7. What type of person excels the most in this position/on this team?

***Never ask about salary-** the employer will bring it up or ask for your preference. Visit Salary.com or the Occupational Outlook Handbook (www.bls.gov/oco) to research appropriate pay levels depending on your education, amount of work experience, level of responsibility, and geographical location. If forced to name a number, always give a range.

Handling Difficult Interview Questions

There are two types of difficult questions:

1. Those where the answer may reflect negatively on you or your previous employer.
2. Those that are actually illegal.

When answering either type of question, *take time to think*. Don't do anything to make it seem like you have something to hide. Sometimes the interviewer is looking for information pertinent to the position but asks the question in an illegal manner without realizing it. Feel free to ask a question to clarify what it is that they are looking for. (*See some commonly asked interview questions on the previous page.*)

Here are some examples of some difficult questions that may reflect negatively on your or your past employer:

Why did you leave your last job?

This can be particularly difficult if you left because of undesirable circumstance. Be careful not to use this as a gripe session about your last boss. Also remember that being fired does not always mean that you are a difficult employee. You may state that you didn't believe the job was the best fit for you, or that you were ready to challenge yourself in a new position.

Where else are you applying?

The employer is looking to see how interested you are in this position. Be honest. If you are applying for more positions, let them know this. They probably already suspect that you are. You are under no obligation to tell them exactly where you are applying. Be sure to reiterate your interest in the job you are applying for.

Here are the major areas that employers are not allowed to ask you about directly:

- Marriage and Family
- Age
- Religion (unless you are applying for positions at a faith-based company)
- Gender
- Race or Ethnicity
- Sexuality
- Disability
- Nationality (though they are allowed to confirm whether or not you are authorized to work in the United States)

Overall, remember to think about why they would be asking this and ask a question to clarify if needed. Don't get defensive. You do have the option of not answering these types of questions. Try instead to respond in a positive and open manner without revealing personal information.

Example:

Q: Are you married?

A: I'm sorry, but I'm not sure how that relates to my candidacy for this position. I can assure you that I am fully committed to performing well in this job.

Note that these types of questions are illegal only if they have no relation to the position or company you are applying to work for. You may be asked about religious beliefs as a requirement for employment at a faith-based institution. However, these exceptions should be clearly stated in the job description or on the company website.

Thank- You Notes

It's up to you to stay in touch with a potential employer after you meet with him or her. No matter your feelings toward the interviewers and position, **always send a thank you note** addressed to each person with whom you spent significant time during the day. Write your letters by hand and reiterate your interest in the position. Try to mail the notes that same day or the next.

An email is an acceptable way to thank an interviewer, especially because it is an immediate form of communication. However, a hand-written thank you note should still be sent.

Continued Follow-up

If you are definitely interested in the position, call or email the interviewer 5-7 days after you meet. Remind him or her that you are interested in the position and are willing to provide any other information they might need. If you don't hear anything from the person after two attempts, then wait until he or she contacts you.

If you don't get the job

Be willing to contact the interviewers and ask, "What can I do to improve for my next interview?" You never know the reasons for why they did not offer the position unless you ask. Thank them for the company's time and leave a positive impression.

TOP 5 INTERVIEW MISTAKES MILLENNIALS MAKE

In today's job market, older workers have a definitive edge over younger workers. According to a new survey by recruiting firm Adecco, hiring managers are *three times* more likely to hire a worker that is 50-years-old or older than hire a millennial.

The survey of 501 hiring managers was conducted in late August (2012) and defined millennial workers as those born between 1981 and 2000, meaning workers age 31 and under. The recruiters seemed most concerned with millennials' long-term commitment, professionalism and reliability. They also said millennial workers need major improvement in their interview skills.

Here are the top five interview mistakes millennials make, based on the survey results—and how you can avoid them.

#1

Wear Inappropriate Interview Attire

The top interview mistake millennials make is wearing the wrong clothing, according to 75% of hiring managers surveyed. When Angela Romano Kuo was vice president of human resources at professional job-matching company TheLadders, she recalls being appalled that a young man came to an interview wearing a golf shirt, shorts and flip flops. He did not get the job. "Err on the side of being overdressed to make a good impression," she advises. In an interview, stay away from flashy jewelry, plunging necklines, too-short hemlines, t-shirts, and shoes that are too casual or too difficult to walk in. "You never want to wear something that can be distracting, so if you have to think twice about it—skip it."

#2

Have Posted Questionable Social Media Content

An overwhelming majority (70%) of hiring managers said millennials make the mistake of posting potentially compromising content on social media channels like Facebook and Twitter. Conversely, managers reported that only 19% of older workers post improper content. According to a recent survey by Intel, top social media faux pas include posting inappropriate or explicit photos, sharing too-personal information about yourself or others, using profanity, and writing with poor grammar and spelling. Young people should be especially careful of their grammar, considering that 46% of hiring managers believe millennials need to improve their writing skills.

#3

Haven't Done Their Research

Hiring managers are generally skeptical of millennials' research skills, and 62% said it hurts them in an interview when they have not done enough research or preparation on the company and position. While young professionals are most associated with being creative (74%) and strong networkers (73%), they are not believed to be organized (8%) or detail-oriented (17%). The easiest way to flip this assumption on its head is for millennials to be as prepared as possible for the interview. Do internet research on the company, position and interviewer; read as many recent articles as you can find about the industry; and use your LinkedIn connections to talk directly to someone already working there about the culture and environment.

#4

Don't Ask Enough Questions

Three in five interviewers say that millennials often show a lack of interest in the job by not asking questions about the company or position. If you don't ask smart questions, you'll appear indifferent or clueless. Some of the best questions for a job candidate to ask in an interview are: How would you describe the ideal candidate? How does this position fit into the company's long-term plans? What can I do for you as a follow-up? Questions you should stay away from in an interview concern salary, benefits and hours, which should be discussed once an initial offer is made.

#5

Overconfident In Themselves

A whopping 57% of hiring managers say millennials can be overconfident in their abilities and experience in an interview. "I love Gen Y, but we all know that they have been conditioned to have a wonderful sense of self-esteem," says Kate White, longtime *Cosmopolitan* editor and author of career guide *I Shouldn't Be Telling You This*. "One mistake younger people tend to make is making it all about them." White recommends keeping the focus on specific accomplishments and how you'd apply what you've learned to get results in the new position.

Reference: <http://www.forbes.com/sites/jennagoudreau/2012/09/26/top-5-interview-mistakes-millennials-make/>

Center for Career + Calling Interview Rubric

CRITERIA	EXCELLENT	AVERAGE	BELOW AVERAGE
Appearance & Poise	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance is professional (grooming and clothing) and appropriate for position <input type="checkbox"/> Body language and sitting position are appropriate <input type="checkbox"/> Eye contact is appropriate <input type="checkbox"/> Physical mannerisms (facial expressions & gestures) are appropriate <input type="checkbox"/> No Nervous habits 	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance is nice, but not professional <input type="checkbox"/> Body language and sitting position are acceptable <input type="checkbox"/> Eye contact is appropriate, but not consistent <input type="checkbox"/> There are some inappropriate or excessive gestures <input type="checkbox"/> Some nervous habits 	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance is not professional or appropriate <input type="checkbox"/> Sitting position is not appropriate (inappropriate sitting position or nervous movement) <input type="checkbox"/> There is no eye contact and/or excessive eye contact <input type="checkbox"/> Facial Expressions or Gestures are excessive or inappropriate <input type="checkbox"/> Many nervous habits
Voice & Language	<ul style="list-style-type: none"> <input type="checkbox"/> Proper vocabulary and grammar are used and presented with confidence <input type="checkbox"/> Volume, tone, pitch, and speed of voice is appropriate and easy to understand <input type="checkbox"/> Does not use filler words such as “um” and “like” 	<ul style="list-style-type: none"> <input type="checkbox"/> Vocabulary and grammar are good, but lack confidence <input type="checkbox"/> Volume, tone, pitch, and speed are appropriate, but at time can be difficult to understand <input type="checkbox"/> Some filler words are used 	<ul style="list-style-type: none"> <input type="checkbox"/> Poor use of vocabulary and grammar; difficult to understand <input type="checkbox"/> Volume, tone, pitch, and speed of voice are inappropriate and distracting (too soft, mumbles) <input type="checkbox"/> Uses excessive filler words such as “um” and “like”
Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Student is knowledgeable about the position and/or company <input type="checkbox"/> Knowledge of position and/or company are incorporated into responses 	<ul style="list-style-type: none"> <input type="checkbox"/> Student has some knowledge of the company or position, but does not know how to incorporate that knowledge into responses 	<ul style="list-style-type: none"> <input type="checkbox"/> Student has no knowledge of the company or position and is not prepared for the interview
Responses	<ul style="list-style-type: none"> <input type="checkbox"/> Student provides clear and understandable responses that showcase how the student will best fit in the position <input type="checkbox"/> Responses are genuine and confident <input type="checkbox"/> Responses are appropriate and relevant to questions and position <input type="checkbox"/> Student uses the S.T.A.R. method to respond to questions and provides an example, when appropriate 	<ul style="list-style-type: none"> <input type="checkbox"/> Responses are clear, but to not related to the position or how the student will be a good fit for the position <input type="checkbox"/> Responses seem rehearsed or unsure <input type="checkbox"/> Some responses are not appropriate to the question asked <input type="checkbox"/> S.T.A.R. method is used inconsistently or inappropriately 	<ul style="list-style-type: none"> <input type="checkbox"/> Responses are short and difficult to understand <input type="checkbox"/> Responses do not relate to position <input type="checkbox"/> Student does not use the S.T.A.R. method and does not provide examples <input type="checkbox"/> Students speaks ill of past employers or co-workers
Attitude & Overall Impressions	<ul style="list-style-type: none"> <input type="checkbox"/> Student is enthusiastic about the position and the company <input type="checkbox"/> First impressions were positive and confident <input type="checkbox"/> Student asks good questions at the end of the interview 	<ul style="list-style-type: none"> <input type="checkbox"/> Student is indifferent toward the interview, but seems interested <input type="checkbox"/> First impressions were positive, but nervous <input type="checkbox"/> Student asked only one question or inappropriate questions at the end of the interview 	<ul style="list-style-type: none"> <input type="checkbox"/> Student seems disinterested about the interview <input type="checkbox"/> Student is not confident and seems nervous <input type="checkbox"/> Student didn't ask any questions at the end of the interview