**INTERVIEW QUESTIONS**

There are generally three different types of interview questions. They include:

1. **Experiential Questions**
   These questions may ask about the general experiences you have had in the past or about the items listed on your resume. A good example of this type of question may be “Tell me about a time when you were trying to complete a task and there were many obstacles. How did you overcome those obstacles?” Preparing for these questions is particularly easy, after all these are YOUR experiences! You can prepare for these questions by making sure that you are familiar with your resume and by jotting down your experiences before the interview. Experiential questions are usually the most frequently asked questions.

2. **Analytical Questions**
   These questions are a lot more specific and ask about the skills that you actually have (i.e. field specific). For example, an interview may ask an Accounting major: “What is the difference in accounting for an operating lease and a capital lease?” As you can see it is much more difficult to prepare for these questions. If you don’t quite understand the question being asked, ask the interviewer to reframe the question. If you don’t know the answer directly, tell the interviewer what you do know on the topic: “I’m not quite sure if this is what you’re getting at, but I know . . . ”. However, if you do not know the answer at all, don’t waste the interviewer’s time or your own – tell them you don’t know.

3. **Fly on the Wall Questions**
   These are the questions that catch you off guard. “If you were a fruit, what kind of fruit would you be, and why?” Although these types of questions are pretty uncommon, you should know that the interviewer is looking more at your thought process and how you answer the question than what your answer actually is. Don’t freeze!

**COMMON INTERVIEW QUESTIONS AND TIPS ON ANSWERING**

*How do you define leadership? Here, think about the qualities you think make a leader - also what doesn't a leader do?*

*How do you organize yourself? - Pretty straightforward....do you keep a calendar, what? Also, how do you set priorities or reevaluate them if needed?*

*Tell me about yourself - concentrate on college and list a few of your achievements, etc.*

*How did you decide to come to Penn State/How did you decide to major in finance/accounting? Here, they are looking to see how you make decisions - how you logically think things through....*

*What's your greatest weakness? Remember, you can/should say an actual weakness (within reason) - but also say how you're working to improve it...*
*Give an example of a time that you have gone above and beyond for a customer/client.

*What's your greatest strength? Say what you think it is and HOW you think it would benefit a corporation like theirs, or help you in day-to-day tasks, etc.

*Tell me about a time you had a clash with a co-worker: Here, make sure you say how the conflict was resolved. (NEVER NEVER NEVER say anything bad about anyone or anything in an interview!!!!!!)

*Tell me about your initiative: Here, take them through a project, accomplishment - etc. Something that no one TOLD you had to be done - maybe something you accomplished on your own or because of how hard you worked to achieve a goal....

*Give me an example of a time you've been a leader/held a leadership position: Here, tell your example - DON'T FORGET TO SAY WHAT THE RESULT WAS.... Also, they may ask "What do you think you've gained from those leadership experiences?"

*Give me an example of how you've creatively solved a problem: Pretty straightforward question...

*They may start the interview by saying "Tell me what you know about our company". That is pretty common, SO MAKE SURE YOU VISIT THEIR WEBSITES BEFORE THE INTERVIEW.

**"Tell us about a risk you've taken:" you want to state a risk that you have taken, but also mention how it was a calculated risk... Like, I transferred from Purdue University to Indiana University - which was a risk because I didn't know how it would turn out, but I also knew that Indiana's Business school was ranked higher, etc.

*Why do you want to work for us?: I would mention how their goals and your goals are aligned or similar - and also think about what else they are involved in community-wide, etc.

*How did you prepare for this interview?: You can mention that you did company research (if you actually did), talked to people in the field (if you actually did), etc.

*What plans do you have for graduate school? Just state your plans if you have any....

*What do you think you can contribute to a company such as ours? This will be a statement of your strengths as they apply to the desired skill set.

*Give an example of a time you've had to think analytically: Basically tell them about a problem you've solved, or a time you had to think through something to come to a decision/conclusion

*What are your interests and hobbies outside of school?

*What has been your major achievement in college?
*Who is your role model? Here, you could possibly tie why that person is your role model into the skills and qualities you know they are looking for someone.

*Usually, there's a question about communication skills....so just think about an example for that one...

Also, at the end of the interview - they will ask you if you have any questions for them...make sure you think of at least 2 intelligent questions to ask...some examples may be:
1.) What types of projects do interns usually do? Do interns receive any type of training? If so, can you please describe the training program?
2.) With whom do you have the most interaction?
3.) In your role, what is your greatest challenge? What do you enjoy the most?
4.) How do you like living in _____location?
5.) What are the future plans for (particular department/company)?

~DO NOT TALK ABOUT SALARY - unless they bring it up first!

Okay, at the end of the interview ask them for their business card. Also, ask, "What the next steps are?" Thank them in person for their time, etc. And, make sure you send them a thank-you note – either email or snail mail, but preferably that day - so you don’t forget.

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- Leadership
- Teamwork
- Communication
- Risk-taking
- Self-Initiative
- Problem Solving
- Goal Setting
- Ethics
- Creative Thinking
- Analytical Skills