

INTERVIEW PREP WORKSHEET

Target:

Key Messages:

1. _____
2. _____
3. _____

Structuring Stories

S ituation	During my internship last summer, I was responsible for managing a fundraising gala event for multiple sclerosis.
T houghts (Tactics)	I noticed that attendance at this event had dropped by 30% over the past 3 years and wanted to do something to improve these numbers.
A ction	I designed a new promotional packet to go out to the local community businesses. I also included a rating sheet to collect feedback on our events and organized internal round table discussions to raise awareness of the issue with our employees.
R esult	I utilized some of the wonderful ideas that were received from the community, made our internal systems more efficient and visible, and raised attendance by 18% the first year.

Further Resources:

Interview tipsheets on careers.queensu.ca
Interview books in the Career Information Area
Interview workshop at Career Services

Next Steps

- 1.
- 2.
- 3.

Practice Interview Questions

1. Tell me about yourself.

2. What interests you about this position (and this organization)?

3. What are your most relevant strengths? Weaknesses?

4. Tell me about a time when you demonstrated (teamwork, communication, etc...) _____.

5. Tell me about a time when you dealt with (failure, conflict, etc...) _____.

6. Hypothetical situations—ethics, technical questions, anticipated job challenges.

(CHILLS—Clarify (restate), Hone in (ask questions/state assumptions), Issues, List options, Look at outcomes, Select plan)

7. Who is someone you admire, and why?

8. Do you have any questions for us?