

# INTERVIEW PREP WORKSHEET



**Target:**

**Key Messages:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Structuring Stories

<b>S</b> ituation	During my internship last summer, I was responsible for managing a fundraising gala event for multiple sclerosis.
<b>T</b> 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.
<b>A</b> 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.
<b>R</b> 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](http://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?