

Interviewing Overview & Preparation Worksheet

Instructions: Prepare by making notes using just a few key words, then practice. Start with a handshake!

GROUP I – General Questions	
Tell us a about yourself and your background in XXX	
What made you interested in XXX?	
What are your strengths/weaknesses in your area of expertise?	

GROUP II – Behavior Based Questions	
Describe any conflicts you have had at works, on teams, on projects. How did you handle the situation?	
How would you handle a difficult: Manager, co-worker, client?	
Have you ever dealt with a co-worker who was unable to perform their work satisfactorily? How did you handle that and what did you learn from that experience?	

Group III – Skills-based questions	
Why do you feel you are you qualified for this position? How does your experience match our needs?	
How will you contribute to our organization's or company's growth?	
What questions do you have for us?	

REVIEW: SAMPLE ELEVATOR SPEECHES

My XXX (co-op, project) was at ABC Manufacturing where I collected data and performed analyses for the building of a new XXX plant. To start with, I studied the motor plant's layout and analyzed the possible outcome for the establishment of a new manufacturing facility. Then I Finally, I implemented Shortest Processing Time (SPT) to improve the efficiency of production. Once implemented, my recommendations provided an improvement in XXX from XX% to XX%.

Hi, my name is Kim Yee. I will be graduating in December 2017 with my Professional Science Master's degree in Green Chemistry and Engineering from the University of Toledo. I have relevant experience in sustainability issues with regards to environmental policy developed within supply chains. Most recently, I interned with ABC Chemical Co. where I analyzed their current supply chain for opportunities to incorporate sustainability measures without going over budget. The company reviewed and adopted my proposal, bringing them in compliance with new sustainability mandates in their industry. I am interested in finding out if your company will be needing to analyze current sustainability measures or compliance in your supply chain?

ADDITIONAL QUESTIONS TO CONSIDER

RESEARCH:

What prior research experience do you have?

Describe past research and what you want to research in the future.

Please go in to detail about the methods you used in your research.

What was the most important thing you learned in grad school?

Give a small presentation about a project you worked on.

Describe how you contributed your own ideas to your adviser's research project?

CREATIVITY:

Describe a time when you had to convince someone of something.

You have been asked to lead a multi-million-dollar, multi-year grant that will be supported across several companies and universities. How do you start?

What would you do if you had a million dollars to spend on any research project that you could?

MOTIVATION:

Why do you want to work here? What motivates you?

What made you interested in this position and this field of work?

Tell me about a time that you showed initiative at work.

How will you contribute to our organization's or company's growth?

CHALLENGES:

How do you troubleshoot?

Tell me about a major issue that occurred in which you saved the day?

What is your most relevant work related failure? What is your greatest weakness?

WORKING WITH OTHERS:

Describe any conflicts you have had at works, on teams, on projects.

Give an example of a time where a collaboration went well and a time when a collaboration didn't go well.

What would you do differently from now on?

Have you ever dealt with a subordinate who was unable to perform their work satisfactorily? How did you handle that and what did you learn from that experience?

How would you handle a difficult: Manager, co-worker, client?

Questions YOU can ask the employer:

What is a typical day like in this position?

What kind of challenges will I face in this position?

Do you foresee any major developments/projects in the near future?

What skills/traits do YOU feel are necessary to be successful at this job?

How does your company use research/experience in XXX?

When would the position begin?

When and how can I follow up with you about the progress of my application?