

If you were asked these questions or ones similar to them during a job interview, would you respond with confidence and feel sure about your responses?

- “Tell me about yourself.”
- “Why do you want to work for this company?”
- “What unique skills and qualities will you be able to contribute to our company?”
- “Why are you interested in this field?”
- “Tell me about a time when you did your best to resolve a customer or client concern and the individual still was not satisfied. What did you do next?”
- “Tell me about a time when you were responsible for motivating others.”
- “Tell me about a time when you had to deal with a personality conflict with a boss, co-worker, or fellow student.”
- “Tell me how your college experience has prepared you for going into this field.”
- “Other than what’s listed on your resume, what should we know about you?”
- “Why should we hire you?”
- “What are your three greatest strengths, and how will those strengths help you in this position?”
- “Tell me about a weakness you see in yourself.”

Those are just a few of the many questions you may be asked during an interview. Many of the questions you will be asked will relate directly to your field and the position you are interviewing for. Therefore, you need to know and be able to articulate how your skills, abilities, and experiences make you the perfect fit for the job, the company, and the industry for which you are applying. The interviewer is looking for the best candidate for the job. So ask yourself, what makes you stand out from the other candidates interviewing for the job?

The interview provides an opportunity for you to market yourself. You only have one chance to make a good impression, so make sure you’re prepared when you arrive for a job interview.

How do you begin to prepare for interviewing? One way is to do a mock interview.

- Mock interviews give you the opportunity to practice your interviewing skills and prepare for the real thing.
- Mock interviews are conducted in a professional manner in an effort to give you a realistic interview experience.
- One of the most beneficial things about doing a mock interview is the feedback you will receive to help improve your interview performance.
- At certain times during the school year, mock interviews can be scheduled with corporate recruiters. Check with the Career Services Center to find out when recruiters will be on campus conducting mock interviews.
- Mock interviews can be scheduled with a UNCG Career Counselor at any time during the year. **To schedule an appointment for a mock interview with a Career Counselor, call the Career Services Center at (336) 334-5454. If you are in the Bryan School of Business and Economics and would like to schedule a mock interview with the Bryan School Career Counselor, call (336) 256-0223 or stop by 231 Bryan.**

Although mock interviews are not “real” interviews, it is still important to do some preparation. **Here are some things you should remember to do in order to prepare for your mock interview:**

- Supply your interviewer with a copy of your resume at least 24 hours before your scheduled interview. This can be e-mailed to your interviewer or dropped off at their office prior to the mock interview.
- If there is a specific job or field you are interested in, please notify the counselor prior to the mock interview. If you are practicing for a specific interview, provide the counselor with a copy of the job description.
- Since you would bring a copy of your reference sheet to a “real” interview, prepare a copy of your reference sheet to bring to the mock interview.
- Review possible interview questions and practice answering them, both out loud and on paper. Also, think of examples you could use from work, school, etc. that demonstrate your skills, abilities, strengths, etc.

- In addition to preparing for the questions you'll be asked, prepare some questions that you would want to ask the interviewer at the end of the interview.
- Appearances count during an interview. Although you are not required to dress professionally for your mock interview, you are encouraged to do so. Dressing professionally for your mock interview helps put you in the right mindset. It is also an opportunity to gain feedback on your attire and overall appearance.
- Be prepared to receive feedback on all aspects of your interview from appearance to presentation to verbal and non-verbal communication.
- The purpose of the mock interview is to help you improve your interviewing skills. Please know that the feedback we provide is given to help you be more prepared for the "real" interview.
- **We recommend that students have their mock interview videotaped. It is extremely helpful for you to watch yourself on tape and see your body language, hear your voice, listen to your responses, etc. If you choose to have your mock interview videotaped, please provide your own videotape.**
- Be sure to arrive 10-15 minutes early for your mock interview just as you would for a "real" interview.
- **Finally, remember that the mock interview will be conducted from start to finish as if it were the "real thing," from the initial handshake to the very last question. Prepare for it as if the interviewer is really considering you for a position!**

If you are wondering where to do research on interviewing, here are some suggestions. There are a number of books and online resources you can use to learn more about interviewing. Visit the Career Services Center Library (#1 Elliott University Center) for more information or visit the following web sites:

UNCG Career Services Center: www.uncg.edu/csc

Resumagic: www.resumagic.com

Job-Interview.net: www.job-interview.net

JobWeb.com: www.jobweb.com (click on "Career Library")

Monster.com: www.monster.com (click on "Get Career Advice")

Quintessential Careers: www.quintcareers.com/intvres.html

George Mason University School of Management: <http://careers.som.gmu.edu/handbook/ti.php>

If you have any questions about mock interviews, please contact the Career Services Center at (336) 334-5454. Bryan School students can contact the Bryan Branch Office of Career Services at (336) 256-0223.