

# Introduction to Internships



# Interview Questions

- Skill Based
- Personality Assessment
- ***Behavioral – our focus today***



## Behavioral Interviewing Questions

***"The most accurate predictor of future performance is past performance in a similar situation."***

- Tell me about a time when ...
- Describe a situation in which ...
- Give me an example of ...

# During the Behavioral Interview

If you are not sure how to answer the question, ask for clarification. Then be sure to include these points in your answer:

- ◆ A specific situation
- ◆ The tasks that needed to be done
- ◆ The action steps that you took
- ◆ The results / what happened



# What they don't want

- ◆ Vague responses
- ◆ Criticism of former companies and co-workers - stories that make you look good and others look bad
- ◆ Theoretical responses – What you would do given a situation.
- ◆ Opinions – They are seeking specific examples of your behavior

# Practice your stories...

## **Decision Making and Problem Solving:**

- ♦ *Describe a situation in which you used good judgment and logic to solve a problem.*

## **Motivation:**

- ♦ *Give me an example of a situation in which you positively influenced the actions of others.*

## **Communication:**

- ♦ *Describe a time you had to use written communication to convey an important argument or idea.*

## **Interpersonal Skills:**

- ♦ *Give me examples of what you've done in the past to nurture teamwork.*
- ♦ *Describe the qualities of the best boss you have had. Describe the qualities of the worst boss you have had*



# Introductions & Body Language

- ♦ Stance
- ♦ Hand Position
- ♦ Handshake
- ♦ Eye Contact
- ♦ Ice Breakers – comment and ask a question
- ♦ Mirroring
- ♦ Ready Position
- ♦ Vocal Energy
- ♦ Nods and Smiles
- ♦ Closing Questions
- ♦ Graceful Exit
- ♦ Thank you...

# Resumes

- ◆ Perform your research before anything else
- ◆ Customize, Customize, Customize
- ◆ SEO – Keywords are key
- ◆ Accomplishments trump responsibilities
- ◆ Action words are powerful, passive words are weak
- ◆ Do NOT embellish



# 10 Questions You Might Ask In a Job Interview

1. What skills and experiences would make an ideal candidate?
2. What is the single largest problem facing your staff and would I be in a position to help you solve this problem?
3. What have you enjoyed most about working here?
4. What constitutes success at this position and this firm or nonprofit?
5. Do you have any hesitations about my qualifications?
6. Do you offer continuing education and professional training?
7. Can you tell me about the team I'll be working with?
8. What can you tell me about your new products or plans for growth?
9. Who previously held this position?
10. What is the next step in this process?