

# PRACTICE INTERVIEWS

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*Are you preparing to interview for an internship or a full-time position? Schedule a practice interview with a career counselor in the career development office to polish your interviewing skills.*

## **Preliminary Information**

- Practice interviews last approximately one hour.
- Treat this exactly as if it were an actual interview for a position in your chosen career area:
  - Be on time.
  - Dress appropriately.
  - Be neat, clean and well-groomed.
- The interviewer will note and critique your appearance, as well as how you respond to typical interview questions.
- Your resume must be submitted to career development 24 hours prior to your interview, in person or via e-mail (career@calvin.edu).

## **What to Expect in a Practice Interview**

- You will be interviewed for approximately 20 to 30 minutes, followed by a critique of your performance by the interviewer. Career counselors may recommend that your practice interview be video recorded.
- A practice interview is an excellent opportunity to learn from mistakes you may be making before meeting with potential employers.

## **Sample Interview Questions**

In preparation for your upcoming practice interview, review these common questions:

- Tell me about yourself.
- Why are you interested in working for this company?
- Why should we hire you?
- What is your greatest strength?
- What is your greatest weakness?
- What are your short-range and long-range career goals? How are you preparing to achieve them?
- What motivated you to choose the career field you are entering?
- What have you learned from some of your previous work experiences?
- What qualities do you have that you think would make you successful in your chosen career?
- What kind of supervision style do you prefer?
- Tell me about a time when you had to work under a deadline. How did you accomplish your task?
- Give me an example of how you have used your creativity to solve a problem on the job or in school.

# PRACTICE INTERVIEW WORKSHEET

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Please return your completed worksheet to career development (372 Hekman Library) at least 24 hours in advance of your practice interview.

Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Current E-mail: \_\_\_\_\_

Date of Practice Interview: \_\_\_\_\_

Career counselor performing practice interview: Glenn  Bonnie  Meredith  Ruth  Other

## Interview Information

### ***If interviewing for a job or internship:***

Prospective Job Title/Field: \_\_\_\_\_

Prospective Company Name: \_\_\_\_\_

Job Description:

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### ***If interviewing for graduate school:***

School Name: \_\_\_\_\_

Program: \_\_\_\_\_

### ***If interviewing for class/extra credit:***

Course Name/Number: \_\_\_\_\_

Professor: \_\_\_\_\_

Prospective Job Title/Field: \_\_\_\_\_

Prospective Company Name: \_\_\_\_\_

I understand that by scheduling this appointment I agree to:

- Provide career development with my resume at least 24 hours before the interview.
- Prepare for the interview by reviewing the questions on the first page of this handout, as well as the "Interview Techniques" handout (available at [www.calvin.edu/career](http://www.calvin.edu/career)).
- Arrive early or on time for the interview.
- Dress appropriately (refer to "The Best Dressed Candidates" handout for more details).

Initial or Sign: \_\_\_\_\_

Specific questions or concerns:

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