

PRACTICE INTERVIEWS

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.
- 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 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

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 Address: _____

Current Phone: _____ Current E-mail: _____

Interview Information

Job Interview

Prospective Job Title/Field: _____

Company Name (if applicable): _____

Description:

Graduate School Interview

School Name (if applicable): _____

Program: _____

Practice Interview Required for Class

Course Name/Number: _____

Prospective Job Title/Field: _____

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 "Interview Techniques" handout.
- 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:
