

## DURING THE INTERVIEW

### INTERVIEW QUESTIONS

In order to ace an interview, you must master these six questions published by the company Under Cover Recruiter: [Under Cover Recruiter's Most Commonly Asked Interview Questions](#).

Additionally, the Business Career Center maintains a list of commonly asked interview questions to be aware of. You can access this list from the [UCS website](https://bit.ly/2KfGSZV) (<https://bit.ly/2KfGSZV>).

We also recommend that you look up common interview questions for your specific company on [glassdoor.com](https://www.glassdoor.com), other recruiting sites, and even [Google](https://www.google.com).

When answering behavior-based questions ("Tell me about a time when you..."), remember **S.T.A.R.**

**S**ituation – Describe the situation

**T**ask – Explain the Task

**A**ctions – What action did you take?

**R**esults – What were the results of your actions?



## QUESTIONS FOR THE INTERVIEWER

At the end of an interview, the interviewer may ask if you have any questions for him or her – prepare at least two questions asking for advice. You should also prepare at least two to three questions about the company or position. Do your homework! Make sure you ask smart questions.

### **Advice Questions:**

What's the best way to impress the team I'll be working with?

How would you advise me to prepare for this internship?

### **Smart Questions:**

Can you tell me a little more about how my role fits into the organization as a whole?

What do you need a person in this job to do right now to meaningfully contribute to the company?

### **Not-so Smart Questions:**

What can you tell me about the company's medical insurance?

When could I expect a promotion?

At the very end of the interview, don't be afraid to ask, "Based on our conversation today, would you feel comfortable in recommending me for the position?" This will allow the interviewer to explain his or her thoughts about the interview and for you to receive feedback.



## AFTER THE INTERVIEW

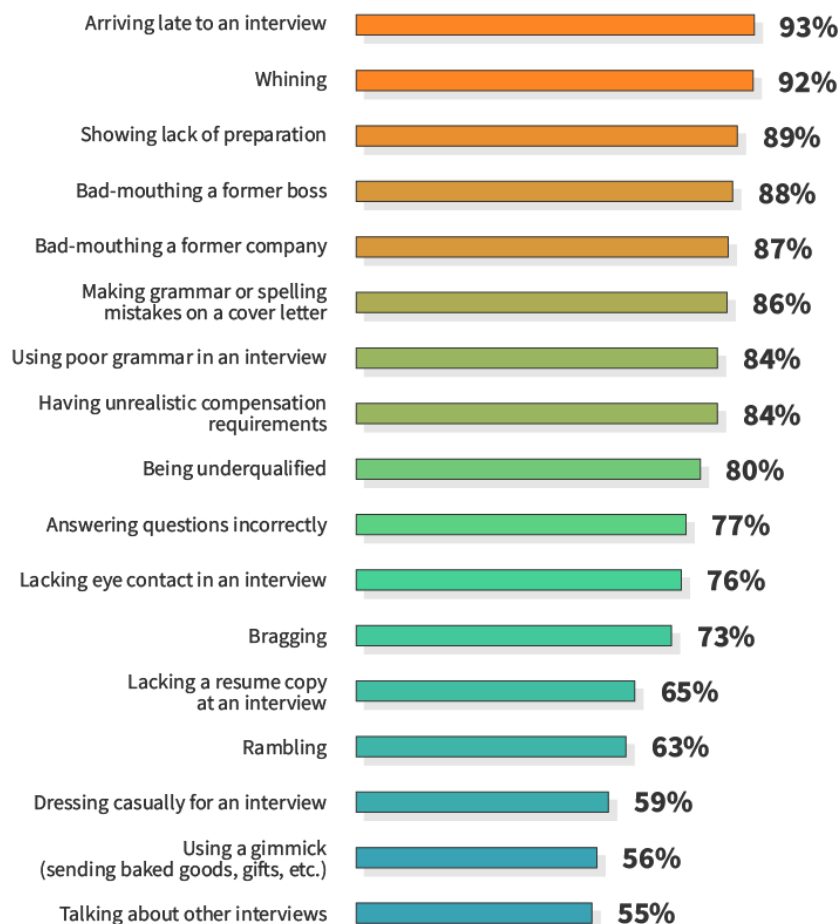
Be sure to say thank you. If appropriate, you may ask the interviewer for a business card. At a minimum, you should send the interviewer a thank you email *within 24 hours*. A thank you card may be used as well. You want the interviewer to remember you and for the right reasons. Some guidelines about [thank you notes](#) can be found on the UCS website



We also recommend that you give Reid some feedback regarding your interview experience. If Reid is aware that you interviewed with that company, he can advocate for you.



### BEHAVIORS VIEWED NEGATIVELY



SOURCE: Survey of Over 850 Hiring Managers in the U.S.