

# Practice Interview Guidelines

- ☑ **E-mail your resume and sample job description** to your career counselor at least two business days prior to your scheduled practice interview.
- ☑ View the online workshop entitled ***Plan for the Interview***. Go to [career.ucf.edu](http://career.ucf.edu) and click on “Prepare for Interviews,” then “Online Workshops.”
- ☑ Business **professional dress is expected!** View samples at [career.ucf.edu](http://career.ucf.edu) and click on “Prepare for Interviews.”
- ☑ **Practice ahead of time**, by using Optimal Interview! Listen to sample interview responses and fine tune your own responses. It’s free at [ucf.optimalresume.com](http://ucf.optimalresume.com)
- ☑ Learn to answer behavioral based questions using the **STAR technique**  
**Situation or Task**
  - Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, giving enough detail for the interviewer to understand.**Action you took**
  - Describe the action you took and be sure to keep the focus on you.**Results you achieved**
  - What happened? How did the event end? What did you accomplish? What did you learn?
- ☑ **Be on time!**
- ☑ If you **have to cancel**, do so **within two business days before** your scheduled practice interview.



## Practice makes perfect!

*For additional information or questions, contact Career Services at 407-823-2361.*



**your future. now.**

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# Sample Interview Questions

## **Tell me about yourself.**

*Use a "1-Minute Infomercial" that gives an introduction into who you are, why you are interested in the position, and why you're an ideal candidate. You may want to choose a leadership example from your education and/or experience and briefly elaborate as well as discuss your educational background.*

## **Why are you interested in this position?**

*The employer is looking to determine your potential "fit" within their organization. Understand the responsibilities of the job for which you are interviewing and related your skills to them, discuss aspects of this job that make it ideal for you now, and highlight your desire to work within the company's culture as well as the specific role (do your research!).*

## **Where do you see yourself in five years?**

*Provide a meaningful, realistic vision, explain how your vision will motivate you to achieve a personal, professional or academic goal, and ensure that your example aligns with the organization's interests as well.*

## **What is your greatest strength/weakness?**

*For a strength, highlight a proven skill and relate how it is important to the role you are seeking. Be proud, not arrogant. For a weakness, talk about a skill you would like to develop and share an example of how you are already working on strengthening this area.*

## **How have you handled a difficult working relationship?**

*Describe the difficult relationship (be sure to keep a positive attitude), explain how you handled the relationship, and talk about what you learned from the experience. How did it help you understand diverse working styles?*

## **How would your supervisor describe you?**

*It is important for this question to understand the organizational culture. Provide examples explaining that your supervisors described you in ways that match the organization's values, and conclude with a personal observation about the company and state that you would be a good fit at the organization.*

## **Do you have any questions for us?**

*Always have questions prepared for the interviewer in advance that demonstrate a genuine interest in the organization, as well as show that you have done your research.*

### **Questions may include:**

- What are the three most important attributes for success in this position?
- What are some of the challenges with this position?
- What do you like most about working for this company?
- When can I expect to hear from you regarding your hiring decision?



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