



College of Agriculture  
and Life Sciences

## Interviewing Content Guide

Traditional Questions	
<b>Tell Me About Yourself</b>	<ul style="list-style-type: none"><li>• 30 seconds-2 minutes</li><li>• Information to Include:<ul style="list-style-type: none"><li>○ Name, major, school</li><li>○ Interest in position</li><li>○ Professional goals &amp; how the position fits</li><li>○ A few personal details (if appropriate)</li></ul></li></ul>
<b>Why are you interested in this position?</b>	<ul style="list-style-type: none"><li>• Express genuine interest, what about the job description makes you most excited?</li><li>• Demonstrate your skills that align with the position. Speak to the main duties and incorporate keywords from the job description.</li><li>• Keep it short &amp; sweet, you will have more questions to expand on your experience.</li></ul>
<b>Short term/long term goals?</b>	<ul style="list-style-type: none"><li>• Be concise and specific about your work, education, and professional development goals.</li><li>• Relate as much as possible to the job/company you're interviewing with.</li></ul>
<b>Strengths &amp; Weaknesses</b>	<ul style="list-style-type: none"><li>• <b>Strengths:</b> Focus on unique, authentic strengths that are applicable to the position, back-up with a specific example.</li><li>• <b>Weaknesses:</b> Give a real weakness and provide an example of how you are working on improving in that area.</li><li>• <i>Tip: Try to stay away from weaknesses like "perfectionist" "I work too hard". These are overused and don't demonstrate self-reflection.</i></li></ul>

<b><u>Behavioral Based Questions</u></b>	
<b>STARR Method:</b> Situation, Task, Action, Result, Reflection	
<b>Situation</b>	Set the scene and provide the context for the details of your example.
<b>Task</b>	Describe your role in the situation, explain the details of what you were asked to do.
<b>Action</b>	Explain the steps you took to address the situation/task at hand.
<b>Result</b>	Share what happened as a result of your action.
<b>Reflection</b>	What did you learn from this situation? How might you change your approach moving forward?
<b>Indicators of a Behavioral Question</b>	<i>"Can you give an example of a time..."</i> <i>"Describe a situation where..."</i> <i>"Tell me about a time when...."</i>
<b>Example Q&amp;A:</b> Give me an example of a time when you made a mistake at work.	<p><i>"Last summer I worked at a flower shop in Raleigh. One of my duties was to prep orders in the shipping space to be driven to the venues.</i></p> <p><i>One day when we were busy, I accidentally mixed up two orders and attached the wrong address cards.</i></p> <p><i>When I realized, I immediately informed my boss and told her my idea for how to fix the situation. She agreed, so I was able to contact the delivery driver and describe to him the two orders and confirm which arrangement went to which address.</i></p> <p><i>We were able to fix the issue in less than 10 minutes and both orders got to their venues on time.</i></p> <p><i>Although ideally I never would have made the mistake, it was great to see that my boss trusted me to offer a solution and that our team was able to work together to solve the problem quickly and effectively."</i></p>

Oddball Questions	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Throws the candidate off, searches for problem solving skills and how one handles an unexpected situation.</li> <li>• Gets to know your personality and interests.</li> </ul>
<b>Tips for Answering</b>	<ul style="list-style-type: none"> <li>• <b>Think Out Loud:</b> An employer might be using this question to hear your thought process when presented with a challenge.</li> <li>• <b>Buy Some Time:</b> Take a second to think about an answer before giving one. Feel free to ask clarifying questions.</li> <li>• <b>Relate to the Job:</b> Make sure your answer demonstrates a skill that is relevant to the position you're applying for.</li> <li>• <b>Be True to You:</b> These questions might also seek your personality or sense of humor, so give an authentic answer, not just what you think they want to hear!</li> </ul>
<b>Example:</b> <i>How many basketballs would fit in a standard school bus?</i>	<p><i>"That's an interesting question! Are there seats still in the bus or is the bus totally empty?"</i></p> <p><i>A school bus is probably about 30 feet long and 6 feet tall and 10 feet wide. A basketball is about 1 square foot, so I would guess that you could fit about 1,800 basketballs inside with no seats!"</i></p>
<b>Example:</b> <i>If you were a flavor of ice cream, what would you be?</i>	<p><i>"If I was ice cream, I would definitely be mint chocolate chip. I'm cool, calm, and collected and everybody loves a little chocolate!"</i></p>

<u>Questions to Ask the Employer</u>	
<b>What Questions to Ask</b>	<ul style="list-style-type: none"> <li>• Prepare at least 3 questions to ask based on your research. Some questions may be answered throughout the interview, so make sure to have some extras prepared.</li> <li>• Plan on asking at least 1-2 questions, this demonstrates interest to the employer.</li> <li>• Ask what you genuinely want to know. What information do you need to know if this is the right fit for you?</li> </ul>

<b>Example Questions</b>	<ul style="list-style-type: none"> <li>• <i>What are some immediate projects the person in this role would take on?</i></li> <li>• <i>How is success measured for this position?</i></li> <li>• <i>What professional development opportunities are offered by your company?</i></li> <li>• <i>What does a typical day look like in this role?</i></li> </ul>
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<b>Dress, Body Language, &amp; Tone</b>	
<u><b>Professional Attire</b></u>	<ul style="list-style-type: none"> <li>• Err professional: it's better to overdress than underdress.</li> <li>• Go neutral: stick to modest, dark or neutral colored suits, slacks, tops, and shoes.</li> <li>• If your interview is virtual, make sure your background is clean and professional.</li> </ul>
<b>Body Language</b>	<ul style="list-style-type: none"> <li>• Maintain good eye contact and strong posture, confidence is key!</li> <li>• Limit distracting movement like talking with your hands, tapping a pen, or swiveling your chair.</li> </ul>
<b>Voice &amp; Tone</b>	<ul style="list-style-type: none"> <li>• Speak clearly and at a consistent pace, don't talk too fast or slow.</li> <li>• Use a positive tone that demonstrates your interest and excitement while using mature, professional language.</li> </ul>