

FORTY STANDARD *Interview Questions*



The best way to feel more confident in interviews is through practice. This guide includes commonly asked interview questions organized by topic to help you reflect on your experiences, strengthen your responses, and prepare for future opportunities.

Education & Experience

These questions connect your academic and extracurricular experiences to the workplace.

1. How has your education prepared you for this role?
2. What class challenged you the most?
3. What skills have you gained through internships, jobs, or campus involvement?
4. Describe a leadership experience you have had.
5. Tell me about a time you worked with someone that you disagreed with.
6. What accomplishment or project has given you the most satisfaction?
7. What experience has helped you grow the most?
8. What is one thing you would do differently in a past experience?

Work Style & Professional Skills

These questions help employers understand how you approach work, organization, and collaboration.

1. Do you prefer working independently or collaboratively?
2. How do you stay organized?
3. How do you prioritize tasks?
4. What does your ideal work environment look like?
5. How do you handle pressure?
6. What type of manager do you work best with?
7. How do you approach learning something new?
8. How do you handle constructive criticism?

Getting to Know You

These questions help employers understand your personality, interests, and career direction.

1. Tell me about yourself.
2. Why are you interested in this role?
3. What do you know about our company?
4. What motivates you?
5. What are your greatest strengths?
6. What is an area you are working to improve?
7. How would your classmates or coworkers describe you?
8. Why should we hire you?

Behavioral Questions

Employers often use behavioral questions to predict how you may respond in future workplace situations.

1. Tell me about a time you worked on a team.
2. Describe a time you faced a challenge.
3. Tell me about a time you solved a problem.
4. Describe a stressful situation and how you handled it.
5. Describe a time you made a mistake.
6. Tell me about a conflict you experienced and how you handled it.
7. Describe a time you adapted to change.
8. Describe a time you received constructive feedback.

Career Goals & Future Plans

Employers want to understand your long-term interests and whether the role aligns with your goals.

1. What are your short-term career goals?
2. Where do you see yourself in five years?
3. What does success mean to you?
4. What type of work are you most passionate about?
5. What skills are you hoping to develop?
6. What are you looking for in your next opportunity?
7. What are you hoping to gain from this role?
8. What questions do you have for us?

Interview Tips

WHAT TO KNOW TO BE PREPARED!

DRESS FOR SUCCESS

Dress in Business Professional Attire: solid color conservative suits (small pops of color allowed), coordinating pieces, and well-fitted clothing that makes you feel confident

- Wear closed-toe, professional shoes
- Neat, professional hairstyle/ grooming
- Keep accessories and fragrances minimal
- When in doubt, it's usually better to be slightly overdressed!

BEFORE THE INTERVIEW



Research the Organization

Visit the website, learn about their mission, values, and culture.



Understand the Role

Review the job description and think about how your skills and experiences match the position.



Prepare your Story

Think of examples that highlight your skills in areas like teamwork, leadership, problem-solving, and communication.



Practice out Loud

Practice common questions using the STAR Method. This helps with clarity, confidence, and pacing.



Plan Ahead

Test your technology (if virtual), plan your route, gather materials, and aim to arrive 10-15 minutes early.

DURING THE INTERVIEW



Communicate Confidently

- Speak clearly and thoughtfully
- Take a moment before answering
- use specific examples
- It's okay to take a second to think!



Be Aware of Body Language

- Maintain comfortable eye contact
- Sit up straight
- Smile naturally
- Show active listening through nodding and engagement



Use the STAR Method

- A simple way to answer behavioral questions.

S

Situation
What happened?

T

Task
What was the goal?

A

Action
What did you do?

R

Result
What was the outcome?

INTERVIEW DO'S

- Research the company and the role
- Highlight your skills using the STAR Method
- Prepare thoughtful questions to ask
- Be positive and professional
- Take notes, remember names
- Send a thank-you email within 24 hours

INTERVIEW DONT'S

- Rely on your resume to sell itself
- Speak negatively about employers or others
- Give only "yes" or "no" answers
- Lie or Overshare unrelated personal information
- Inquire about salary or benefits too early - asking for a range is okay, but do not let this be the first and only question you ask



**KENNESAW STATE
UNIVERSITY**
EXTERNAL AFFAIRS
Career Planning and Development

Elevator Pitch

WHAT TO TALK ABOUT & HOW TO SAY IT



An Elevator Pitch gives you the opportunity to talk about yourself, your experiences and your interests in a 30-60 second window. Use the template below to outline the structure of your Elevator Pitch. Keep in mind, this is just the building blocks, you'll need to add in more information based off of your personal experiences

STEP ONE

Introduce yourself and provide basic information about your current status

- Hi, my name is _____ and I am a _____ (f/s/j/s) _____ (major) student at Kennesaw State University. I am seeking a _____ (part-time, full-time, internship, shadowing, etc.) within the _____ field.

STEP TWO

Provide an overview of your skills/work experience

- I have _____ years experience as a(n) _____. Within this position, I have gained skills such as _____ by doing tasks including _____.

STEP THREE

Highlight accomplishments and education (where applicable).

- I have a (+3.5/4.0) GPA and have studied _____, _____, _____, (list applicable courses). These courses taught me more about _____ which I am excited to use in the field.

STEP FOUR

Wrap up by expressing your interest to the employer

- I am very interested in working with you because _____ (insert your research – values, mission, purpose, goals, and/or company culture). I am eager to _____ (add in what you'll bring to the table).

STEP FIVE

Conclude with a question or posing closing and thank them

- Thanks for listening more about my experience. Could you tell me more about _____?

IMPORTANT TIPS:

- Write out your elevator pitch and practice it once a day until you feel comfortable.
- Do not memorize it word for word! An elevator pitch is conversational- Make sure it sounds like how you talk and not how you write.
- Again, while this template should get you started, there is not a "one size fits all". Craft this to your experiences and background; add information, take things out, and move it around to make it your own.



Informational Interview

EXAMPLE QUESTIONS

An informational interview is a conversation with a professional to learn about their career, industry, and experiences. Use these sample questions as inspiration to prepare for your next meaningful conversations!

WHAT WORK IS LIKE:

1. What does a typical day or week look like in your position?
2. What are the key responsibilities and tasks involved in your role?
3. How does your role interact and collaborate with other departments or teams within the organization?
4. Which seasons of the year are toughest in your job?
5. How many hours do you work in a typical week?

SKILLS & EXPERIENCE:

1. What educational preparation would you recommend for someone who wants to be in this field?
2. Are there any specific certifications that would be beneficial?
3. What qualifications do you seek in a new hire?
4. How do most people enter this profession?
5. Are there any specific software tools or technologies that are commonly used in your line of work?

COMPANY CULTURE:

1. What is the company culture like in your organization? How does it contribute to your work experience?
2. How does your organization/company differ from others in the same industry?
3. How do you maintain a work-life balance in this role/industry?
4. How does this company evaluate job performance?
5. How much flexibility do you have in terms of dress, schedule, WFH, vacation, etc.?

CAREER PATH:

1. Can you tell me about your background and how you got started in this field?
2. What advice would you give someone who is considering a career?
3. Was your undergraduate major relevant to your current position?
4. How do people find out about openings in this field?
5. Did anything surprise you about working in your role or in this industry?

CAREER ENJOYMENT:

1. What do you find most rewarding about your work?
2. What are the biggest challenges you face in your position?
3. Can you share any notable projects or accomplishments that you're proud of?
4. Why do people leave this field or company?
5. Would you enter this field again if you could start over?

MONEY & ADVANCEMENT:

1. What would be a reasonable salary range to expect if I entered this field? What is the long-term potential?
2. What are the typical career paths or advancement opportunities in this field/industry?
3. Who are the most important people in the industry today?
4. How long does it take to rise to the top in this industry?
5. How is this field affected by economic fluctuations?

INDUSTRY KNOWLEDGE:

1. How do you stay updated with the latest trends and advancements in your industry?
2. Are there any resources or professional organizations you recommend for networking and professional development?
3. Can you share any upcoming trends or changes that you foresee in the industry?
4. Can you describe any significant changes or developments that you've witnessed in the industry during your career?
5. What areas (specialties, types of organizations, geographic locations) do you feel promise the most growth/opportunities?