

# USG CONNECTS

## Preparing For a Mock Interview

### Student Guide

#### 1 Preparation

Research the industry, company, and/or individual you are speaking to. Make a list of questions you would like to ask the interviewer at the end.

Review and prepare your resume.

Prepare YOUR answers to questions such as:

- Tell me a little about yourself and why you chose (insert company).
- What are your key traits and skills?
- How do you manage stress?
- Tell me of a time you made a mistake. What did you do to alleviate or correct the situation?
- What is your ideal work environment?
- Describe your ideal supervisor.
- What are some of your accomplishments in school or the workplace?
- What are three adjectives your peers, colleagues, or supervisor would describe you?



#### 2 Day of Interview

Dress professionally: Shirt, pants and tie or dress/skirt with blouse

Bring:

- Resume in a folder
- Notebook (with questions you prepared) and a pen

#### 3 Follow-Up

Send a thank you email to the interviewer no later than 24 hours after the interview.

**Questions?**  
**Contact the Center for Career  
Development**