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Interview Preparation Worksheet

Purpose of Worksheet

Interviewing is a key component of the career process. This worksheet will be a great tool to help prepare for future interviews. Write out your key talking points (bullet points not paragraphs) for each of the common topics asked about in an interview. The possible questions are just to give you an idea of what questions you could be asked for a given topic. You do not need to draft an answer to every question, focus on the topic. After completing the worksheet, practice answering the questions with a trusted friend or family member.

Common Topics for Interview Questions

Topic: Introductory

Possible Question:

- Tell me about yourself
 - Answer should be clear and concise.
 - What are 2-3 key things I want them to know about me?

Make this your own! You should feel proud and comfortable with your introduction of yourself.

*Avoid personal information like family, age, hometown, etc.

Watch [examples of "Tell me about yourself"](#).

Topic: Interest and Passion

Possible Questions:

- Why should we admit you?
 - Consider what 2-3 points from researching your employer/institution/company do you want to highlight here?
- Why did you decide to pursue your current career interests within the field of health science?

- Identify two points from researching your employer/institution that support why you are a good candidate.

Tips for Answering:

State the answer





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- How does it connect with your career goals? Long term or short term.
- How does it fit with your passions, interest, values, skills, strengths?
- Why did you apply?

Provide the evidence

- Describe the decision making process (if you are engaging in it)
- Discuss how your meaningful experiences connected you to the program

Make the connection

- Show that you did **research** about the organization in your answer!!! Connect your answer to the position, organization, or field, the competencies.

Topic: Strengths

Possible Questions:

- What are your greatest strengths?
 - Tell me about a time you used your strength to successfully overcome a challenge.
 - Please tell me about your strengths and how they would benefit you in this role.
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- Identify and list the strengths you are going to highlight.
 - List three current examples of how you have used your strengths to reach success.
 - Envision using these strengths in the role/position you are applying for.

Tips for Answering:

Name your Strengths

- If they ask strengths and weaknesses in same question, DO NOT forget to answer both parts

Topic: Weakness

Possible Questions:

- Tell me about your weaknesses and how you work to manage them?
 - Tell me about a time when your weaknesses got in the way of you being your best.
 - What might you do to minimize your weaknesses in this role?
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- Identify and list the weaknesses you are going to share with the interviewer
 - List three actions that demonstrate how you have managed your weakness.
 - How might your weaknesses impact the role you are applying for? What are you doing to DO about it?

Tips for Answering:

Name your weakness

- Try to minimize the weaknesses in your interview





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- Avoid a core-personality characteristic that is unlikely to change
- Avoid a weakness that is critical to being successful in the position
- Focus on what you have done to improve or manage your weakness
- Turn it into a positive but don't select a good quality and turn it into a weakness (workaholic, care too much, etc)

Behavioral Based Questions

STARS Model:

Situation: What was the setting or **situation** of this example?

Task: What specific **task** or problem had to be addressed? (Related to the question)

Action: What specific **actions** did you take? Include skills/tools you use to address the above task.

Result: What was the **result** of your behavior?

Strength: Wrap in a **strength** whether you use the exact language or not, reflect on the experience and describe how you develop one of your strengths

Topic: Conflict

Possible Questions:

- Describe a time you experienced conflict while working with others.

Situation:

Task:

Actions:

Result:

Tips for Answering:

- Use a **resolved** conflict for your example
- Less time explaining the conflict
- More time on the steps **you took** to resolve the situation
- Include what you learned from the experience.
- Don't talk about other individuals in a negative way or assign blame.





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Topic: Intercultural Competence

Possible Questions:

- Give a specific example of how you have helped create an environment where differences are valued, encouraged and supported.
- Tell about a time when you made an intentional effort to get to know someone from another culture.
- What have you done to further your knowledge/understanding about diversity? How have you demonstrated your learning?
- Describe what kinds of experiences you have had interacting with others that have a different background than your own.
- Tell me about a time when you adjusted your approach based on someone's cultural background.

Situation:

Task:

Actions:

Result:

Tips for Answering:

- Share an authentic example that demonstrates your experience and skills navigating differences
- Think about team projects, internships, volunteer opportunities, work when you've navigated differences in others
- Characteristics to highlight may include: open-mindedness, adaptability, self-awareness, a change in perspective, etc.
- Your interviewer will be listening attentively to determine what your example says about your intercultural competence and your attitude towards working with those from different backgrounds.
- What NOT to say:
 - Do not use slang terms for other groups of people
 - Do not necessarily limit your answer to only working with people who are racially or ethnically different than you

Topic: Interpersonal Communication Skills

Possible Questions:

- Describe a situation when you were able to strengthen a relationship by communicating effectively. What made your communication effective?
- Tell of a time when your active listening skills really paid off for you.

Situation:

Task:





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Actions:

Result:

Tips for Answering:

- Keep in mind, interpersonal communication generally refers to face-to-face exchange of information that could include, but not limited to emotions, verbal and non-verbal forms of communication and listening to others. It is the ability to connect with others
- Use specifics from the [Transferable Skills List](#)
- Be prepared for this topic to show up with questions connected to teamwork, diverse perspectives, conflict

Topic: Written and Oral Communication

- Describe the most significant written document, report or presentation which you had to complete.
- Tell about a time when you had to present complex information. How did you ensure that the other person understood?

Situation:

Task:

Actions:

Result:

Tips for Answering:

- Keep in mind, written and oral communication in general is referring to professional written documents, presentations and speeches.
- Be prepared for this topic to show up with questions connected to teamwork, diverse perspectives, conflict

Topic: Teamwork

Possible Questions:

- Describe a time when you worked as part of a team to accomplish a goal.
- Describe the most effective contribution you have made as part of a group or team.
- Describe a team you've been involved with. What were your roles?

Situation:

Task:

Actions:

Result:





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Tips for Answering:

- Try to choose an example that highlights a better result because teamwork was used.
- Use “we” language to describe the situation and tasks and results
- Avoid taking credit for teams accomplishments
- Use “I” language to highlight actions you contributed to the team and your own learning moments.
- Have separate examples for the topics of teamwork and conflict

Topic: Leadership

Possible Questions:

- Have you ever been a member of a group where two of the members did not work well together? What did you do to get them to do so?
- What has been your biggest leadership role?
- Tell me about an important goal that you set in the past. Were you successful? Why?

Situation:

Task:

Actions:

Result:

Tips for Answering:

- Be open to good leadership including being a good follower as well.
- Speak to how you have influenced successes without taking all the credit.
- Consider ideas of authoritative leadership vs servant leadership

Techniques and Resources to Help Answer Interview Questions

Resource: [Career and Internship Services Effective Interviewing](#) including videos

Resource: [College of Liberal Arts Behavioral Interviews](#)

Resource: [Interviewing for a Health Program](#) a





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The Answer, Evidence, Connection:

State the Answer What do you bring? *Name your skill, Strengths, quality, knowledge, etc.*

Provide the Evidence How do you know it? *Experience, specific example, proof*

Make the Connection Why does it matter to the interviewer? *How are you going to apply it to the job/career?*

