



PREPARING FOR SKIDMORE RECRUITMENT DAY

Before the Interview

Research the employer. During the interview you may be asked what information you know.

Prepare for the "tell me about yourself" question. This question is an opportunity to describe your qualifications and career aspirations, not your love for Netflix and ramen. Your answer should consist of a 2-3 minute overview of your professional and academic experiences and accomplishments. You should highlight the things that are most relevant to the job/internship. This could include: coursework, projects, internships, research, on-campus jobs, and service/leadership opportunities.



This is the part where you describe exactly what you did. How did you complete the task you were assigned? Remember to focus on what you did and highlight traits (qualities) that a hiring manager will find desirable (initiative, teamwork, leadership, dedication, etc.)

Result:

This is where you get to be introspective. Share what the outcome of the situation was and how you specifically contributed to that outcome. What did you accomplish? What did you learn? What were the results of you



Send thank you notes/emails. It's important to follow up after your interview. Send each interviewer a personalized thank you note—email format is common practice. In the note, emphasize your qualifications and skillset in relation to the position. Try to mention something you and the person talked about that made this a memorable or enjoyable experience in order to personalize the letter. Send separate thank you notes to each individual you interviewed with, and make sure they are different from one another.

Sample Behavioral Interview Questions

Behavioral interview questions will focus on a variety of topics and skills including teamwork, customer service, your ability to adapt, time management, communication skills, and your motivation and values. Using the STAR format, practice with some of the questions below.

- 1) Give me an example of a time you faced a conflict while working on a team. How did you handle that?
- 2) Tell me about a time when you made sure a customer was pleased with your service.
- 3) Tell me about a time you failed. How did you deal with this situation?
- 4) Describe a long-