



On-Campus Interview Preparation

AUBURN UNIVERSITY CAREER CENTER

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PREPARATION

- Review your application.
- Research the organization.
- Be prepared to explain why you want the 'position' and what you will bring to the program.
- Be prepared with anything you were asked to bring.
- Arrive a few minutes early.
- Practice: use InterviewStream at jobs.auburn.edu, schedule a Mock Interview by calling 334.844.4744 or just have a friend practice with you.
- Dress appropriately (business professional or casual, see Tip Sheet). Ask, if not in application materials.
- Relax and know you will do your best.

INTERVIEWING

- Smile as enter room and make eye contact with interviewers.
- Be yourself and be enthusiastic...but fake shines through.
- If panel, let them extend hands first or skip shaking hands.
- Let the panel tell you when to sit down.
- Organize your thoughts before you speak; know what you want to tell about yourself.
- **WOMEN:** Sit on front half of chair, leaning slightly forward. Don't cross your legs, cross your ankles.
- **MEN:** Sit on front of chair, leaning slightly forward. Plant feet on the ground in front of or slightly under your chair.
- Don't play with hair or jewelry; if you tend to fiddle, then don't wear it and pull your hair back.
- Keep hands in your lap unless making a gesture.
- Don't watch clock, check your phone or glance at watch.
- Don't assume you know the question being asked, listen.
- Maintain natural eye contact; be sure to address answers to each person on the panel, not just to the person who asked the question.
- Don't be afraid to pause a few seconds before answering; gather your thoughts.
- If you don't understand the question, ask for clarification.
- If you don't know the answer to a question, say, "I'm sorry, I don't know. Can we come back to that question?"
- Avoid nervous habits/fillers: um, like, you know, etc.
- Don't exaggerate your accomplishments.
- Don't ramble. Make your point and end the thought.
- Don't mumble. Speak up so that all can hear you.
- Don't chew gum!!
- Don't take a portfolio unless you were asked for ideas or special information to be brought.
- Always leave the interview panel with 'something'. "War Eagle" is almost always appropriate.
- Thank the panel for their time.

SAMPLE INTERVIEW QUESTIONS

- Tell us about yourself.
- Where do you see yourself in _____ years?
- What are your strengths/weaknesses?
- What one word best describes you?
- What is your favorite Auburn tradition and why?
- What has being here taught you about people?
- If you were president of Auburn for one day, what policies would you initiate?
- What do you see as the biggest problem facing Auburn today?
- If you were taking a prospective student on a tour of Auburn, where would you take him and why?
- Why did you choose to attend Auburn?
- What makes Auburn special?
- How have you changed since being at Auburn?
- What activities are you involved in and how have they prepared you for the future?
- Do you see yourself as a leader or follower? Why?
- Who has been the most influential person in your life other than your parents?
- If you were a color/tree/kitchen appliance/etc, what would you be?
- What has been the proudest moment in your life?
- Tell us about your most embarrassing moment.
- Tell us about a time when you dealt with a difficult person.
- Tell us about a time when you balanced multiple responsibilities.
- Tell us about a time with you led a team.
- Why should we choose you over other candidates?
- Is there anything you would like to leave us with?

WHAT DO JUDGES LOOK FOR?

Appearance - that you are neat and well groomed

- Check yourself in a mirror before an interview to make sure everything is in place.

Poise - that you are self-confident

- Know what you are talking about.
- Show that you can handle a difficult or awkward situation.

Personality - that you're a fit for the organization

- Smile and show that you are happy to be there.
- Make eye contact and show that you are interested.
- Communicate that you will be a good representative.

Originality - that you are an individual

- Tell them original and sincere answers.
- Avoid cookie cutter answers and share specific examples.

See additional interview tips and sample questions on **Interview Tip Sheet**.