MARQUETTE
UNIVERSITY

INTERVIEW PREPARATION

College of Business Administration
Business Career Center

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Background Information

- Interviews provide an opportunity to discuss qualifications further and assess your fit with the position and organization.
- Interview times can vary so check before your interview and are generally 30-60 minutes in length.
- Responses should be about 1-2 minutes in length and include specific examples, such as school, class projects, work, volunteer or internship roles, student organizations, etc.
- Nonverbal communication is important. Maintain good posture with hands relaxed. Maintaining eye contact portrays confidence and can help you gauge interviewers' reactions.

How to Prep for:

Preparing for interviews does make a difference, schedule a mock interview with the BCC to practice responses.

In Person Interviews	Virtual/Phone Interviews
• How to dress: business professional (suit, button-up shirt or blouse, business appropriate closed-toe shoes). Wear neat jewelry and make-up. Wear minimal perfume or cologne. • Things to bring: portfolio, notebook, business cards, and 5-10 possible questions for the employer. • Tips for making a good impression: arrive early, be polite to all staff, and do not talk on the phone or text. • Keep portfolio and notes in front of you, but avoid reading directly from them.	• How to dress: business professional (suit, button-up shirt or blouse). Wear minimal jewelry and make-up. • Before you start: make sure the device has a strong internet connection and check if the microphone is working. Log into video call early. • Go into a quiet space with no disruptions with a clean, solid background and bright lighting. • Do not open unnecessary tabs or windows that may distract you from the interview. • Be mindful of where you keep your notes: keep them next to your screen to avoid looking down.

Types of Interviews

- Structured (most common): The interviewer asks questions from a list and may take notes. This can include introduction, self-awareness, and behavioral questions.
- Unstructured (not as common): This is a more informal interview where they may have one or two questions that are more conversational.
- Demonstration (can be found in structured and unstructured interviews): You may be asked in advance to give a presentation or analyze a case study during the interview. This is a way to assess presentation and problem-solving skills.

The Wrap-up

- At the end of the interview, the employer will give you a chance to ask questions. You should have a list of 5-10 insightful questions prepared in advance; you may bring a typed list in your portfolio, AND you should only ask 2-3 of these questions. Insightful questions reflect your understanding of the company and position based on research and your values. You should also include a question about the next steps in the process. This can clarify if and when you will hear back from the employer.
- Lastly, you may have a chance to offer a final sales pitch during which you should:
  - Thank the interviewer
  - Reiterate your fit (highlight experience, company atmosphere, etc.)
  - Highlight intrinsic qualities about yourself (cheerful, hardworking, etc.)
  - Ask for the interviewer's business card; if you have one, provide your own.
- After the interview, email a thank you note within 24 hours.

When to Use AI in the Interview Process

- AI can be used in the interview prep process to generate practice questions specific to the role/position you are applying for.
- DO NOT use AI to generate answers. Interviewers want to get to know you, not hear a generated answer. Employers can generally tell when an answer has been generated.

Introduction Questions

- Tell me about yourself. (As it relates to this position.)
- How did you make the decision to attend Marquette University?
- What are your career goals? How does this fit within this position.
- What do you know about our company?
- Why are you interested in this internship/job?

Self-Awareness Questions

- Why did you select your major?
- What are three strengths? (You should provide an example to support each.)
- Tell me about a weakness you are working to improve. (Explain how you are trying to improve.)
- If I were to ask one of your friends about you, what would they say?
- Tell me about a major accomplishment in your life.
- What motivates you?
- What qualities do you look for in a supervisor?

You can use AI to generate additional practice questions, but do not use AI to write the responses. Employers can tell the difference between a response you created versus AI generated.

Behavioral Questions

- Tell me about a time when you took a leadership role.
- Tell me about a time when you faced a challenge as part of a team.
- Tell me about a time when you failed at something.
- Tell me about a time you received constructive criticism about your work. What was the feedback and how did you react?
- Give me an example of a time when you implemented an idea at work or on a class project that was accepted or rejected. How did you handle the situation?
- Describe a time when you used analysis skills to develop a conclusion.
- Tell me about a time when you did something important because it needed to be done, even if it wasn't your responsibility. (Be sure to address how it came to your attention that something needed to be done and what exactly you did. You may also consider sharing feedback you received.)
- Describe a time when you had to problem solve a situation.
- Tell me about the biggest risk you have taken recently.
- How have you demonstrated initiative in school or in your current job?
- What do you expect from your team? What is your role on a team?
- Tell me about a time when you were in a stressful situation. How did you handle it?
- Give me an example of a project that best describes your organizational skills.
- Describe a major change that occurred at a previous experience or current role. How did you adapt to this change?