

Interview Basics

Research indicates:

- Your interviewer's perception of your personality is crucial
- You need to know what you want and to show real motivation
- The decision gets made early in the interview; you need to start strong
- It is essential to exude confidence and assertiveness

Some types of interviews:

- Group interview (several representatives of a company simultaneously)
- Consecutive interviews with several representatives of a company
- Collective interview with several applicants at once
- Telephone/teleconference interview
- Case study

Before the interview:

- Understand as much as possible about the position, the organization, and where you fit
- Identify your main strengths and be ready to provide supportive evidence
- Anticipate how to help your interviewer "sell" you to others in the organization
- Research and set your salary range
- Prepare some questions for the interviewer – this is your chance to show your interest in the organization and start a two-way conversation
- Practice, practice, practice

During the interview

- Make a good first impression
- Send the right behavioral signals
- Communicate carefully: be concise, strive for poise, be clear, and be specific – use the STAR technique (Situation or Task, Action you took, Results you achieved)
- Participate, don't dominate
- Close with confirmation of a major relevant strength... and enthusiasm
- Watch out for "canned" responses – be specific and authentic

After the interview

- Keep a log
- Send a thank you message to the interviewer(s)
- Follow up if necessary

Commonly Asked Questions

- Tell me about yourself
- Why do you want to work for our company?

- I noticed that you don't have experience/an educational background in XXX... OR that you have experience in YYY but not XXX.... OR that you have had many diverse professional experiences. How can you be sure that you want to work here?
- Why did you major in...?
- Why did you choose AUP/the American system?
- What are your strengths?
- What are your weaknesses?
- Can you tell us about a time when... you solved a problem? Led a team?
- Where do you see yourself in the next 3-5 years?
- What work environment do you enjoy the most/are you most effective in?
- Describe your personal work style.
- How would your professors describe you?
- Which professor has had the greatest influence on you and why?
- How do you handle pressure?
- Can you tell me about an accomplishment you are proud of?
- How do you deal with criticism/feedback?
- Are you able to work on projects at the same time?
- Why are you changing careers/majors/industries?

Interviews in French

- Your personality is very important (how you behave but also your hobbies, interests, etc.)
- The bigger the company, the more standardized the questions
- Smaller structures may appear disorganized
- Keep in mind who is "leading" the interview (them), but take every opportunity to get positive "stories" across
- Be ready to be "destabilized"
- Your understanding of French culture and your ability to work in a French work environment are very important
- Don't sit down until invited to; watch basic protocol

Common Questions in French:

- Quelles sont vos qualités? Quels sont vos défauts?
- Quels sont vos centres d'intérêt ?
- Quel est le dernier livre que vous avez lu ?
- Où vous voyez-vous dans 5 ans ?
- Vous n'avez pas d'expérience... pour quoi vous embaucher ?
- Qu'est-ce qui vous attire dans cet emploi ? Dans notre société ?
- Quelles sont les autres entreprises que vous avez contactées ?
- Comment acceptez-vous la hiérarchie ?
- Pourquoi avoir choisi une grande/petite société ?
- Quels sont les échecs et les réussites qui vous ont le plus marqué au cours de vos stages ?

Practice makes perfect! Make an appointment at careers@aup.edu