



How to Conduct an Interview

BACKGROUND:

Please review the following resources:

- [Interviewing Guide -The Ohio State University, Fisher College of Business](#)
- [Interview advice | National Careers Service](#)
- [The STAR Method: The Secret to Acing Your Next Job Interview -The Muse](#)

DISCUSSION:

FOR THE MENTOR:

- How do you utilize the STAR method? How do you react to a difficult/unusual question? Do you practice answering questions outloud and/or with a partner? What are the most common questions you've encountered? How do you determine what information the interviewer is trying to get out of you? What kind of research should you conduct prior to an interview?

FOR THE MENTEE

- What are your strengths and interests, and how do you practice them daily? What are your weaknesses; how can you improve these areas? What are a few experiences you can have on hand to answer common interview questions (time you dealt with a difficult co-worker, time you provided excellent customer service, etc.)? What makes you a good fit for a particular position? What are your short term and long term goals?