

OH! MY INTERVIEW

- Admission Interview

LESSON 01_ SELF -INTRODUCTION

Answer the following questions on your own.

- What are your unsurpassed skills?
- What are your major strengths and weaknesses?
- How would you summarize your work history & education briefly?
- Which adjectives would you use to describe yourself??
- What do you like to study best?
- What do you like to study least?
- Describe your most significant success & failure in the last two years.
- What do you like to do best?
- What do you like to do least?
- What do you do in your spare time?



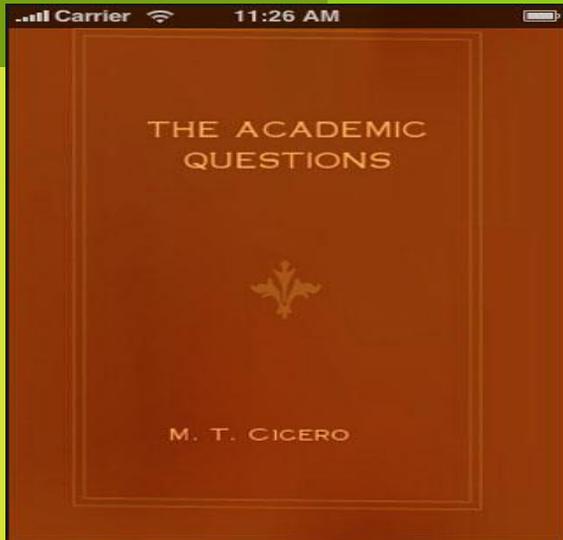
Discussion

This is the dreaded, classic, open-ended interview question and likely to be among the first. It's your chance to introduce your qualifications, good work habits, etc. Keep it mostly work and career related.

Activity

Please introduce yourself briefly

LESSON 02_GENERAL ACADEMIC QUESTIONS



Answer the following questions on your own.

1. At what point did you choose this career?
2. What would your teachers say is your greatest strength and weakness both as an individual and as a student?
3. Do you plan to continue to study in a higher education?
4. Your college transcript shows that your grades in the first year of high school were not so good. Was there any particular reason?
5. What courses were the most challenging/difficult for you?

Discussion

The interviewer is likely fishing to see if you are interested in the field of study that you chose or just doing something just to graduate. Explain why you like it. Besides your personal interests, include some rock-solid business reasons that show you have vision and business sense.

Activity

What influenced you to choose this career?

LESSON 03_ACADEMIC QUESTIONS (GRADUATE SCHOOL)

Answer the following questions on your own.



1. At what point did you choose this career?
2. If you're not accepted into graduate school, what are your plans??
3. Why have you changed your specialty (if you have)?
4. Your college transcript shows that your grades in the first year of college were not so good. Was there any particular reason?
5. What research have you carried out previously?
6. What specific interest do you have within your field of study? (Or, What is the probable topic of the research you hope to conduct at the university?)
7. In college, what courses did you enjoy the most? The least? Why?

Discussion

To answer, consider what reasons brought you to undertake this educational endeavor. They will vary according to your particular situation: further education may develop your professionalism, bring new opportunities, help implement specific plans, lead to a scholarly career, and so forth.

Activity

Why have you decided to continue your education?

LESSON 04 ABOUT THE SCHOOL ATTENDING.



Answer the following on your own.

1. How much do you know about our school and organization?
2. What is your career goal and how would a degree from this college help you achieve that goal?
3. What do you know about our program?
4. Why have you decided to apply to this university (to this particular program)?
5. What do you believe your greatest challenge will be if you are accepted into this program?
6. What is important to you in a job?
7. What skills do you expect to apply to these studies?
8. What qualities make you a good choice to attend this college?
9. What interests you the most about this school?
10. What other schools are you considering?
11. Why should we (the college) accept you for admission?

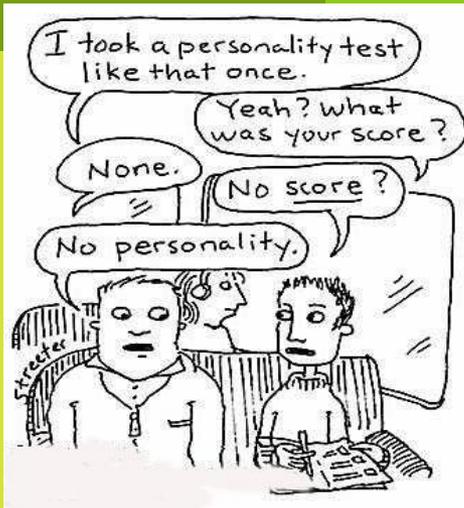
Discussion

You have to know details on the institution's curriculum before the interview (and you had better have them before writing your personal statement). It is understood that you will be familiar with the curriculum from the materials that you have been provided with by the university. Choose three (the number usually asked) areas most attractive to you among the courses. Preferably, choose areas from the core or major areas of concentration (not those from the introductory term or those weakly related to the field's stem). Be prepared to explain your choices.

Activity

What disciplines in our curriculum are the most appealing to you?

LESSON 05_PERSONALITY ASSESSMENT



Answer the following on your own.

- 1.What can you do for us that someone else can't do?
- 2.What skills do you bring to the program? How will you help your mentor in his or her research?
- 3.How will you be able to make a contribution to this field??
- 4.If you're not accepted into graduate school, what are your plans?
- 5.Describe any research project you've worked on.
- 6.What was the purpose of the project and what was your role in the project?
- 7.Explain a situation in which you had a conflict and how you resolved it. What would you do differently? Why?
- 8.What past accomplishments gave you satisfaction?
- 9.Can you give me an example of a time that you demonstrated leadership?
- 10.Are you motivated? Explain and provide examples.
- 11.Why should we take you and not someone else?

Discussion

In answering, discuss any multinational experiences that you have had. If you do not have international experience, you may connect the everyday life experience of interaction with the representatives of such groups with your preparation for living in a multinational environment.

Activity

Are you ready for multinational (or overseas or cross-cultural) study?

LESSON 06_STUDENTS INTERESTS AND ACTIVITIES

Answer the following questions on your own.



- What personal traits would you like to see yourself build in the next four years?
- What articles and/or books have you read in the last year that have special meaning for you and why?
- Do you have any hobbies or special interests?
- In your life, what experiences have been most important to you?
- Where do you see yourself in 5 years? 10 years?
- Describe a challenge you've had and how you overcame it.
- What do you do with any money that you earn?
- Have you ever been a volunteer?
- What questions do you have for the interviewer?
- What would you say about your country to a person who has no idea of it?
- Where do you see yourself in the next five (or ten) years?

Discussion

Describe your occupation and the ways in which it is relevant to your chosen field of study. If your current employment is not particularly relevant to your academic plans, do not linger in discussing it but go swiftly on to and emphasize your extracurricular activities, which must relate to your planned study if your current occupation does not.

If what you say can draw the interest of the interviewer, most of the rest of the interview may be based upon what you have already said. That can eliminate the formality of the interview structure, allowing you to discuss more naturally what you have done.

Activity

**What are you doing now? Or
What makes you busy these days?**

LESSON 07_BEHAVIORAL QUESTIONS

Answer the following questions on your own.



How was your transition from high school to college? Did you face any particular problems? What do you think it takes to be successful in this career?

Give me an example of a time when you set a goal and were able to meet or achieve it.

Give me a specific example of a time when you had to conform to a policy with which you did not agree.

Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

Tell me about a time when you had too many things to do and you were required to prioritize your tasks

Tell me about a difficult decision you've made in the last year.

Give me an example of a time when something you tried to accomplish and failed.

Do you have the qualifications and personal characteristics necessary for success in your chosen career?

.What personal weakness has caused you the greatest difficulty in school

Discussion

Briefly describe one to three work projects that made you proud or earned you pats on the back, promotions, raises, etc. Focus more on achievement than reward.

Activity

What will it take to attain your goals, and what steps have you taken toward attaining them?

What has been your most rewarding accomplishment?

LESSON 08_SITUATIONAL INTERVIEW

Answer the following questions on your own.



Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

Describe a time when you were faced with a stressful situation that demonstrated your coping skills. Give me a specific example of a time when you used good judgment and logic in solving a problem.

Please discuss an important written document you were required to complete.

Give me an example of a time when you had to make a split second decision.

Have you ever had difficulty with a professor? How did you resolve the conflict?

Please describe the ideal job for you following graduation.

How do you determine or evaluate success? Give me an example of one of your successful accomplishments.

Explain how you overcame a major obstacle.

How would you evaluate your ability to deal with conflict?

Discussion

This is sort of a double whammy, because you're likely already stressed from the interview and the interviewer can see if you're handling it well or not.

Activity

**How do you handle pressure and stress?
Describe an instance when you had to
think on your feet to extricate yourself
from a difficult situation.**

LESSON 09_STRENGTHS AND WEAKNESSES



Answer the following questions on your own.

- 1.) What are your personal strengths and weaknesses: dependable, honest, moral standards, motivated, assertive, outgoing, open-minded, mature, conscientious, ambitious, punctual, emotionally stable, ability to motivate others?
- 2.) What are your intellectual strengths and weaknesses: creative, intelligent, analytical, organized, ability to follow instructions, ability to learn quickly?
- 3.) What are your communicative strengths and weaknesses: ability to communicate with people, oral communication skills, written communication skills, poise, and ability to listen?
- 4.) What are your professional strengths and weaknesses: formal and informal training, vocational and vocational experiences, references, membership in professional organizations?
- 5.) What are your on-the-job strengths and weaknesses: attendance, willingness to work long hours, willingness to work evenings and weekends, ability to make good use of time, desire to work hard, ability to accept criticism, close detail work, ability to work under pressure?

Discussion

These questions will help you understand yourself more. It will help you recognize your strength and find more ways to develop it. On the other hand, recognizing your weaknesses will empower you to strive more and overcome them.

Activity

How can these strengths be an advantage for you?

How do you respond to your weaknesses?

LESSON 10_HYPOTHETICAL PROBLEMS

What if there
were no
hypothetical
questions?



Answer the following questions on your own.

1. Tell me about a time when you helped resolve a dispute between others.
2. How do you propose to compensate for your lack of experience?
3. Think about your principles and values. Describe a personal dilemma you have faced, one in which it was difficult to maintain your commitment to these principles and values.
4. We all encounter people who are different from ourselves in a number of ways-perhaps socially, economically, racially or religiously. Tell us about a time when you interacted with someone different from you.
5. In what kind of work environment are you most comfortable?

Discussion

Sometimes an interviewer will describe a difficult situation and ask, "How would you handle this?" Since its virtually impossible to have all the facts in front of you from such a short presentation, don't fall into the trap of trying to solve this problem and giving your verdict on the spot.

Activity

How would you easily deal with high-pressure situations?

LESSON 11_CAREER GOALS



Answer the following questions on your own.

Where do you see yourself in the next five (or ten) years?

What will it take to attain your goals, and what steps have you taken toward attaining them?

What do you think it takes to be successful in this career?

Describe a time when you set your sights too high (or too low).

What motivates you?

How do you determine or evaluate success? Give me an example of one of your successful

accomplishments.

Do you have the qualifications and personal characteristics necessary for success in your

chosen career?

What has been your most rewarding accomplishment?

Discussion

Explain your career-advancement goals that are in line with the job for which you are interviewing. Your interviewer is likely more interested in how he, she or the school will benefit from you achieving your goals than what you'll get from it, but it goes hand in hand to a large degree.

Activity

What specific goals have you established for your career?

LESSON 12- _TECHNICAL AND PROFESSIONAL KNOWLEDGE



Answer the following questions on your own.

1. What skills do you expect to apply to these studies?
2. Give an example of how you applied knowledge from previous coursework to a project in another class.
3. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way?
4. Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.

Discussion

Your level of understanding of technical and professional information and your ability to apply technical and professional skills. Your own knowledge of your academic and personal strengths may assist you.

Activity

Sometimes it's easy to get in "over your head". Describe a situation where you had to request help or assistance on a project or assignment.

LESSON 13_TEAMWORK



Answer the following questions on your own.

What is your definition of teamwork?

Describe a situation where others you were working with on a project disagreed with your ideas.

What did you do?

Tell of a time when you worked with a classmate who was not completing their share of the work.

Who, if anyone, did you tell or talk to about it? Did the teacher/professor take any steps

to correct your classmate? Did you agree or disagree with the teachers/professors actions?

Describe a situation in which you had to arrive at a compromise or guide others to a compromise

What contributions would you make to a group?

Name three words or phrases to describe yourself to others

What would you do if a team member wasn't pulling his own weight?

Can you give me an example of a time that you demonstrated leadership?

What position do you prefer on a team working on a project?

Discussion

Working effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Considering the impact of your decisions on others.

Activity

Describe a situation in which you found that your results were not up to your professor's expectations. What happened? What action did you take?

Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way?

LESSON 14_ADAPTABILITY



Answer the following questions on your own.

1. Tell me about a time when you helped resolve a dispute between others.
2. Tell of some situations in which you have had to adjust quickly to changes over which you had no control. What was the impact of the change on you?
3. Give me a specific occasion in which you conformed to a policy with which you did not agree.
4. How have you differed from your professors in evaluating your performance? How did you handle the situation?
5. What do you believe your greatest challenge will be if you are accepted into this program?

Discussion

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

Activity

How was your transition from high school to college? Did you face any particular problems?

LESSON 15_ANALYSIS



Answer the following questions on your own.

1. Can you discuss [a specific issue within your field]?
2. What steps do you follow to study a problem before making a decision?
3. Describe a situation in which you had to collect information by asking many questions of several people.
4. In a supervisory or group leader role, have you ever had to discipline or counsel a classmate or group member? What was the nature of the discipline? What steps did you take? How did that make you feel? How did you prepare yourself?
5. Recall a time from your school when your teacher or professor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation? How did that make you feel?
6. What was the most complex assignment you have had? What was your role?

Discussion

Be ready to answer questions about specifics concerning your field. For example, you may be asked to name some organizations in your field in your home country. Or you may be offered the chance to express your feelings about a world event world that affects issues in your field. Or you may be asked to discuss a few major problems in your field in your country. You must be well-informed about the state of your chosen specialty to show the seriousness of your application.

Activity

We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example(s) of how you have done this.

LESSON 16_WORK STANDARDS



Answer the following questions on your own.

1. Describe some times when you were not very satisfied or pleased with your performance. What did you do about it?
2. What are your standards of success in school? What have you done to meet these standards?
3. How have you differed from your professors in evaluating your performance? How did you handle the situation?
4. Explain how you overcame a major obstacle.
5. What has been your biggest professional disappointment?
6. What has disappointed you about a something?

Discussion

Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings. It is setting high goals or standards of performance for self, subordinates, others and the organization also experiencing dissatisfaction with average performance.

Activity

Compare and contrast the times when you did work which was above the standard with times your work was below the standard.

LESSON 17_ MOTIVATION

Answer the following questions on your own.



What kind of supervisor do you study best for? Provide examples.

What motivates you to do your best on the job?

Describe your career aspirations?

What is an activity you are involved in? Why is it important to you and how it motivated you?

Discussion

The extent to which activities and responsibilities available in the job overlap with activities and responsibilities that result in personal satisfaction.

Activity

Give examples of your experiences at school or in a job that were satisfying. Give examples of your experiences that were dissatisfying.

LESSON 18_ INITIATIVE



Answer the following questions on your own.

1. Describe some projects or ideas (not necessarily your own) that were implemented, or carried out successfully primarily because of your efforts.
2. Have you found any ways to make school or a job easier or more rewarding?
3. Tell me about a suggestion you have made
4. What have you done to improve your knowledge in the last year?
5. Give examples of how you have demonstrated leadership inside and outside the school environment.

Discussion

Taking action to achieve goals beyond what is necessarily called for, originating action.

Activity

Describe a situation that required a number of things to be done at the same time. How did you handle it? What was the result?

LESSON 19_ABILITY TO LEARN, PLANNING AND ORGANIZING



Answer the following questions on your own.

By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.

What tricks or techniques have you learned to make school or a job easier, or to make yourself more effective? How did you learn that?

How do you determine priorities in scheduling your time? Give examples.

Describe a time in school when you had many projects or assignments due at the same time. What steps did you take to get them all done?

Are you the type of student for whom conducting independent research has been a positive experience?

Describe a time when you anticipated potential problems and developed preventive measures.

Discussion

Describe the type of professor that has created the most beneficial learning experience for you.

Tips to respond: Assimilating and applying new job-related information promptly and establishing a course of action for yourself (and/or others) to accomplish specific goals. Planning proper assignments for personnel and appropriately allocating resources.

Activity

Tell me about a time when you delegated a project effectively.

Give me an example of a time when you used your fact-finding skills to solve a problem.

Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

LESSON 20_ COMMUNICATION

Answer the following questions on your own.



Describe the most significant or creative presentation that you have had to complete.

Please discuss an important written document you were required to complete.

What has been your experience in giving presentations to small or large groups?

What has been your most successful experience in speech making?

Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way?

Describe a time when you had to use your written communication skills to get an important point across.

Would you rather write a report or give a verbal report? Why?

Discussion

Tell of a time when your active listening skills really paid off for you -- maybe a time when other people missed the key idea being expressed.

Tip to respond: Clearly expressing ideas in writing-including grammar, organization, and structure.

Activity

Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you .

What has been your experience in giving presentations? What has been your most successful experience in speech making?