

Internship/Job Interview Prep Questions
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Questions to be ready for:

1. What are your strengths and weaknesses?

(Do your weaknesses first. It's hard for anyone to admit or recognize weaknesses. But I do have some.)

2. Do you possess the skills for the job?

[Absolutely. And what I might be short on, I will learn. List several of your skills.]

3. Describe the traits of a good boss.

4. Describe the traits of someone you would not want to work for.

5. Why do want to leave your current position?

6. What motivates you?

[Most days, I need no motivation. I am high on life.]

7. What books have you read lately?

8. Similar to above, but be ready to list your strongest characteristics.

9. Do you have a mentor?

10. If they ask you to tell them about yourself, describe yourself professionally in about 45 seconds. Personally, you may say that your friends like your taste in clothes, restaurants, etc.

11. Be ready to talk about being a team player.
12. What do you like about your present job and what don't you like?
13. Where do you see yourself in five or 10 years?
14. What kind of people do you like to work with?
15. Define the word **success**.
16. What, at your current job, frustrates you? (This could be a key question.)
17. What types of pressures do you experience at your current job and how do you cope with them?
18. How do you react to change?
[You are resilient and flexible]
19. What things give you the greatest satisfaction?
20. What do you bring to the table?
21. What will your supervisor tell me about you?
22. Do you like to try new things or are you satisfied with routine?
23. Name five people – alive or dead – you would like to have dinner with.

Now...they might ask you for some questions...

- When you think of people who have been successful here at (company name), what are some of the qualities they possess?
- If you had to identify the perfect candidate for this job, what skills would he or she need?
- Ask interviewer what he/she likes most about working at this company.
- Ask what the upsides and downsides of company are.

Thank them for the opportunity to ask questions.

These are areas you should be prepared to discuss. These might be YOUR strong points:

- **Strong editing and writing skills**
- **You are experienced in writing news releases and can handle op-eds and advertorials**
- **You understand the importance of strong internal public relations**
- **You understand the difference between hit, impressions and know how to compile such data. Evaluation of impact of hits and impressions can be accomplished only through formal and/or informal research**
- **You know the importance of media tours and can cite pros and cons**
- **Special events**
- **You can provide general administrative support, i.e. prepare letters for superior (others), handle phone calls (you do it everyday as an ombudsman – good to throw this in), calendar management**
- **You can work independently and in a team environment**
- **You are a proven self-starter and possess the ability to balance multiple priorities (though, remember, a weakness might be not saying no because you make the time to meet deadlines)**
- **You possess strong partnering and relationship skills**