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WSC Interview Preparation Guide

**Part I: Do a Success Inventory**

First, you’re going to create your “A-List” accomplishment list. Write down anything that comes to mind - both big and small successes. Once we develop your arsenal of stories, you can choose the ones that are most important to you.

* ***Think about examples where you’ve done the following:***
  + Helped, mentored, and/or coached others
  + Communicated effectively with others
  + Actively listened and understood another person’s perspective
  + Managed complex projects and processes
  + Take initiative to launch something new
  + Led and managed people in achieving goals and objectives
  + Evaluated problems and generated innovative solutions
  + Went above and beyond in a job / role
  + Adapted and demonstrated flexibility when a change was needed
  + Supported, recognized and collaborated with others to achieve goals
  + Learned a new emerging technology or system

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| **Respond to the short answer questions below:** |
| 1. **List your academic accomplishments below.** (Think about any courses you’ve taken, papers or projects you’ve completed, certifications or academic awards / scholarships you’ve received, etc.) |
| 1. **List any community and extracurricular achievements.** (Think about accomplishments you’ve achieved such as community service, sports, clubs and activities, leadership roles, hobbies, etc.) |
| 1. **List your team accomplishments.** (Write down any accomplishments where you collaborated, supported, motivated, managed, organized or led others) |
| 1. **List your personal achievements.** (Learning a new skill, becoming more fit / healthier, had a successful friendship / relationship, etc.) |
| 1. **Identify Your Insights.** **What patterns and themes do you see?** Do you see more achievements in one area over another? Do you have more stories featuring certain skills over others? |

**Part II: Create Your ‘Greatest Hits Story Album’**

Now, write down your top accomplishments. Choose five to ten and try to include some from at least three of the five different types. Try to prioritize them in order of importance.

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| **Example**: Group Project Lead, Communication Strategy Class  **1.**  **2.**  **3.**  **4.**  **5.**  **6.**  **7.**  **8.**  **9**  **10.** |

**PART III: Map Your Stories to Skills**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Greatest**  **Hits**  **Story**  **Album** | L  E  A  D  E  R  S  H  I  P | T  E  A  M  W  O  R  K | C  O  M  M  U  N  I  C  A  T  I  O  N | P  R  O  B  L  E  M  S  O  L  V  I  N  G | O  R  G  A  N  I  Z  A  T  I  O  N | E  M  P  A  T  H  Y | W  O  R  K  E  T  H  I  C | A  D  A  P  T  A  B  L  E | I  N  C  L  U  S  S  I  O  N | A  N  A  L  Y  T  I  C  A  L | T  E  C  H  N  O  L  O  G  Y |
| **Example:**  **Group Project Lead** | **X** | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** |  | **X** |
| Story Title 1 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 2 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 3 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 4 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 5 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 6 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 7 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 8 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 9 |  |  |  |  |  |  |  |  |  |  |  |
| Story Title 10 |  |  |  |  |  |  |  |  |  |  |  |

**PART IV: OUTLINE & EXPLORE YOUR STORIES**

Expand on your greatest hits and dig deeper into some of the details that will make it inspiring to the listener. Using the STAR method, answer the following question for each story below.

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| **List Your Greatest Hit Stories** | **Describe the accomplishment like you’re telling a friend or family member about it.**  (Situation) | **What specific tasks and challenges did you face?**  (Task) | **What actions did you take to overcome the challenge?**  (Action) | **What were the positive changes? What was most meaningful to you about the result?**  (Result) |
| **Example:**  Group Project Lead | I served as a team lead on a group project for my Communication Strategies course and received high peer ratings for my leadership and organizational skills and overall successful outcome of the project. | We were tasked with conducting an in-depth market research survey to a target audience, write persuasive press releases and social content and present our overall strategy / outcome to our peers. | As team lead, I first established a weekly meeting time that worked for the group. I mapped out the tasks and deadlines that we needed to meet to be successful and had each member choose their role and routinely checked in to make sure everyone was contributing and on track. | It was rewarding to take charge of the group and utilize my skills to break down a large project into digestible parts and facilitate collaboration. Not only did we complete all the required parts, but our peers in the course voted for us as the top group with the best results which was so rewarding. |
| **Story Title 1** |  |  |  |  |
| **Story Title 2** |  |  |  |  |
| **Story Title 3** |  |  |  |  |
| **Story Title 4** |  |  |  |  |
| **Story Title 5** |  |  |  |  |
| **Story Title 6** |  |  |  |  |
| **Story Title 7** |  |  |  |  |
| **Story Title 8** |  |  |  |  |
| **Story Title 9** |  |  |  |  |
| **Story Title 10** |  |  |  |  |

**PART V: Outline Your Answers to Common Interview Questions**

* Tell me about yourself.
* What drew you to this role/organization?
* What would you bring to our organization?
* What type of projects motivate you most?
* What interests you in this field?
* What are your greatest strengths and how will they contribute to our organization?
* What is your biggest weakness or area of growth?
* How do you handle stress and pressure?

**Outline Behavioral Based Questions Using the STAR Method**

* Tell me about a time when you had a challenging situation that you faced and how you handled it?
* Share a time when you worked successfully on a team.
* Tell me about a creative solution you developed to resolve a problem?
* Describe a time when you had to balance multiple projects or deadlines at once and how you managed it?
* Share a time when you had to work on a project with a team and what your role was?
* Tell us about a time when you went above and beyond what was expected?
* Tell us about a time you made a mistake and how you handled it?
* Tell me about a time you failed.

**Outline Your Answers to Common Compatibility and Culture Fit questions**

* How do you like to be coached and receive feedback?
* How would your boss or your colleagues describe you?
* What are you looking for in a new team and position?
* Why do you want to leave your current job?
* If hired, how would you approach your first couple months?
* Do you have any questions for us?
* What are your salary expectations?

**Additionally, Research Industry Specific Interview Questions**

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| **Example:** How do you assess your outreach strategy and what methods have been the most successful and why? |
| Question 1: |
| Question 2: |
| Question 3: |
| Question 4: |
| Question 5: |

**Don't Forget to Conduct Some Research About the Organization**

* Consider using the following categories to get a holistic understanding of the organization.
* **Mission and Values:** Understand the organization’s purpose and what it stands for. This will help you align your answers with their objectives.
* **Products/Services:** Familiarize yourself with the company’s offerings, including any recent launches or developments.
* **Culture:** Learn about the company culture through their website, social media, or employee reviews. This will provide insight into whether you’d be a good fit.
* **Recent News:** Stay updated on recent news, press releases, or articles about the company to demonstrate your interest and awareness.
* **Competitors/Collaborators:** Understand who the organization’s competitors and/or collaborators are and how they differentiate themselves in the market.
* **Key People:** Know the key executives or leaders within the organization, as well as the interviewer(s) if possible.
* **Financial Performance**: If the company is public, review their financial reports to understand their financial health and performance.