

EY Center for Careers

Interview Preparation

- **Know yourself** (Who are you and what do you want?)
 - What is important to you in choosing your career path and a firm/company/organization?
 - What work / volunteer experience and (soft & technical) skills do you possess that are most relevant
 - How can you differentiate yourself from other students (in a positive way)
- **Research the firm/company/organization** (Who are they and what are they looking for?)
 - Research and learn their business - operations, clients/industries, locations, size, growth plans, culture - what differentiates their firm/company/organization?
 - Review their website, Glassdoor.com, news articles about the firm
 - Network with professionals (clubs, office hours, Meet the Firms, firm tours & events, coffee chats)
 - Ask other students and alumni who have experience with the firm/company/organization
 - Use LinkedIn to learn more about the firm and their professionals
- **Prepare questions you would like to ask**
 - BE CURIOUS! Focus on what is most important to you | ask questions relating to your interests
 - Ask about the actual work and how it is assigned, training, expectations, flexibility with scheduling and changing career direction, career paths, culture, hours, travel, special programs, other
 - Ask about the interviewer - what they do, what they like about the firm/company/org, their career plans, what career decisions they made along the way to become a manager, senior manager, director, partner (do not ask personal questions) - if possible, look up the interviewer(s) on LinkedIn
 - Do not ask about salary!
- **Prepare for question you can anticipate**
 - “Tell me about yourself.” 30 - 60 second answer (there is no one right answer) - share something about yourself that is interesting (but not private), your interests and goals, why you are interested in the firm, your passions (i.e., community service, technology, other) - be prepared, but do not memorize
 - “Why are you interested in the firm/company/organization?”
 - “Why are you interested in audit, tax, IS/IT, advisory, general accounting, forensics, other?”
 - “What are your career goals? Where would you like to be 3 - 5 years from now?”
 - Situational / Behavioral Questions
 - There are 4 major categories of questions: Leadership, Teamwork, Customer Service, Organization/Time Management - focus on the category and not a bunch of questions
 - Prepare 2 examples for each category above - remember the story, do not memorize!
 - Use the P-A-R (Problem-Action-Result) process to provide organized stories
 - “What is an example of a failure?” What happened, what did you learn, how did / would you handle it differently the next time
 - Be prepared to provide strengths and weaknesses
 - Identify 3 strengths matching key skills and give a specific example for each
 - Identify a weakness that you have been working on and improving (explain how)
- Unusual question - the key is not to get unnerved. You are being tested. Answer as best as you can.
- **Key Tips:**
 - Dress appropriately (business professional)
 - Smile, give a firm (but not too hard) handshake, make eye contact (do not stare), sit up
 - Unless the interview is structured, engage the interviewer and ask questions throughout - make it conversational (2-way) | Respect the structured interview, and ask questions at the end
 - Be honest and sincere. Do not exaggerate or misrepresent your experience or interest.
 - Bring extra resumes, and other relevant documents
 - Do not bring notes and do not take notes - you lose eye contact
 - Close - express your sincere interest, thank them for their time and information shared
 - Send a thank you note (email is fastest) within 24 - 48 hours (personal note / card is OK)