



INTERVIEWING TIPS FOR THE START LEADER SELECTION PROCESS

Thank you for your interest in the START & New Student Orientation Program. We believe very strongly in the experience that we provide for new students and we strive, through the interview process, to identify the most qualified and enthusiastic students to be START Leaders. The process is designed to be educational for you as well; we want you to learn about yourself, Philadelphia University and the START Program and services.

While we attempt to assess your qualifications through a variety of methods, the processes are subjective, and therefore, not perfect. Many qualified candidates are not hired simply because we do not have enough vacancies. However, this handout will assist you in presenting yourself positively throughout the selection process.

Preparing For the Interview Process:

Preparation for the interview is as important as the interview itself. For some of you this will be your first experience with formal interviewing. To prepare yourself for the interview you should first:

Do a self-evaluation and an evaluation for the START Leader Position: To better articulate your qualifications for a START Leader position, you must first have a clear understanding of yourself and the position. This means to be able to define your values, interests, skills and abilities as they relate to the responsibilities of a START Leader.

Leadership: What activities have you been involved in that demonstrate leadership ability or potential? Have you participated in any student groups in a leadership capacity? Have you held an office in a high school club or organization? Have you done any volunteer or community service work?

Ability to Relate to People: What positions have you held or activities have you participated in that have required you to work with different groups of people? What is your level of interests and enthusiasm for working with others? Do other people feel comfortable sharing their concerns or problems with you? How would you assess your ability to communicate effectively? Describe why and how are you genuinely concerned about the welfare of other students. How do you find your abilities to work in a team?

Time Management: Do you have sufficient time to devote to the START Leader position as well as maintain high academic standards? Do you foresee any conflict with the START Leader position and other organizations to which you may belong?

Student Conduct: Can you be a role model for appropriate student behavior at all times? How do you assess your ability to respond to behavior problems? Are there University or residence hall policies with which you do not agree? How would you go about enforcing them? How do you think the policies you disagree with can be changed and why?

Personal Growth: Are you open to new experiences and ideas? Are you willing to work on those skills and abilities need development in order for you to be a part of the team? How do you receive constructive feedback? Are you able to offer effective constructive feedback to others?

Group Dynamics: How do you envision yourself being part of the team that develops and then leads orientation sessions and events? Are you creative? Can you envision ways to keep large groups of new students invested and involved with their orientation program? How do you handle conflict with others or in a group?

After evaluating yourself in relation to the organization, review questions that you are likely to be asked and prepare questions you might wish to ask.

Questions You May Be Asked:

Why are you interested in the START Leader position?

What do you think are the most difficult parts of the START Leader position?

What do you think would be the most rewarding aspects of the position?

What are your greatest strengths?

What are your weaknesses?

How does the START Leader position relate to your future plans?

Questions You Might Wish To Ask:

(Try to avoid questions that could be answered by reading the application materials, but do ask for clarifications or expansions of sections you do not understand).

What do you like most about your position in the START Program?

What do you like least?

Describe some elements of a successful orientation session.

What do you think is of most concern to today's new students?

Remember: The interview is a two-way exchange of information. Questions that you might have about the position are as equally important in this encounter.

Interview Tips:

1. Review your self-evaluation and questions you may be asked or wish to ask.
2. Be sure of the time and place of your interview.
3. Since the interviews are scheduled close together, please be on time.
4. Appearance is always important; neatness and comfort are the major concerns.
5. Demonstrate self-confidence through self-knowledge about your skills, interests, and abilities.
6. Concentrate on giving clear, concise responses to questions you are asked. Responding with vague generalities will indicate you have not taken time to think about the questions you may be asked and have not given much thought to the position in general.
7. Take the initiative to ask questions that will help you focus on the expectations of the positions. This will assist you in communicating your skills relevant to the position.
8. If the interview team does not specify the follow-up procedures, please ask. You should know when to expect to hear from us.