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## **Office of Residential Education and Housing**

### **HELPFUL INTERVIEWING TIPS**

1. Know the organization of which you want to be a part. What is the structure, chain of command, goals and values, etc.
2. Make a good first impression. If you look good, you will feel good.
3. Be on time. Preferably a few minutes early to catch your breath.
4. Be familiar with policies and procedures of the department and of the college.
5. Talk to as many people as possible who already works in the department. Get to know the CAs/HAs/SMROs in your building as well as the Residence Director.
6. Truly understand the job responsibilities for the position you are applying.
7. Pull from you past experiences and relate them to this position.
8. Attend programs in your residence hall that are put on by the student staff.
9. Practice putting your thoughts into words. Say what you mean and don't expect people to assume.
10. Use specific examples when possible.
11. If you do not understand a question, ask for clarification but do not expect to be spoon-fed.
12. Be Honest with your answers and be yourself.
13. The interview is quick – make sure you are walking away confident the interviewers know your strengths, abilities, and what you will bring to a team.

### **QUESTIONS YOU CAN EXPECT BASED ON YOUR KNOWLEDGE, SKILLS AND ABILITIES**

1. What are your strengths? In what areas do you need improvement?  
How might they help or hinder you from succeeding in the position?
2. Why are you interested in this position?
3. What do you hope to gain by serving in this position?
4. Describe yourself. How would your friends describe you? Describe yourself in three words.
5. Explain the responsibilities of this position?
6. Staff play different roles all at once; how might you handle this?
7. What role would you like least? How will you deal with this?
8. How will you deal with people whom you are in conflict?
9. What do you do for fun? -to blow off steam? -to relieve stress?
10. How will you develop a team on staff or community on your floor?
11. What can your staff expect from you? -and you from them?
12. How do you manage your time?
13. How will you handle peer pressure and friends who expect you to look the other way?
14. Why does TCNJ promote an appreciation for diversity? What is your personal responsibility? During the past year, how have you challenged yourself in the area of diversity?