Interview Workbook
Howdy!

This is the Texas A&M University School of Law Office of Career Services Student Interview Workbook. In this workbook, you will find several questions frequently asked by employers. There will be space for you to write out your answers. Be sure to use the Career Services Interview Packet to help you create the best answer!

You can also contact your Career Service Counselor if you have any questions or need any advice!

Don’t forget to set up a Mock Interview. For more information or to schedule a Mock Interview, please e-mail your counselor.

Counselor’s Name: ________________________________

Counselor’s Email: ________________________________

Counselor’s Phone Number: _________________________
Below you can fill in the information about the interview you are preparing for.

Company/Agency/Firm Name: ____________________________________________
Date of Interview: __________________________________________________
Interview Location: _________________________________________________
Contact/Interviewer: _______________________________________________
Interviewer Contact Information: _____________________________________

Type of Interview: □ In Person  □ Phone  □ Panel  □ Other: _____________
Notes about company/agency/firm: _____________________________________

Notes about interview: ____________________________________________

_________________________________________________________________
________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Checklist

☐ Research Employer

☐ Practice Interview Questions

☐ Select interview outfit

☐ Pack your bag (copies of resume, business cards, in pad folio)

☐ Plan your commute (directions/parking)

☐ Write Thank You Note
What are you going to wear?

Men

☐ Suit: Color ________________
   Tip! Black, Navy or Gray

☐ Shoes: Color ________________
   Tip! Make sure polished no scuffs

☐ Tie: Color ________________
   Tip! Red, Navy or Yellow

☐ Facial Hair
   Tip! Trimmed

☐ Dress Shirt: Color ________________
   Tip! White or light blue, no bright colors or patterns

☐ Socks: Color ________________
   Tip! No white socks, dress socks

☐ Belt
   Tip! Match shoes

Women

☐ Suit: Color ________________
   Tip! If possible skirt suit, if so wear panty hose

☐ Shoes: Color ________________
   Tip! Closed toed, modest height

☐ Hair
   Tip! Groomed and out of face

☐ Blouse: Color ________________
   Tip! Pastel colors

☐ Jewelry: ________________
   Tip! Minimalist, pearls, no statement necklaces

☐ Make Up
   Tip! Conservative

☐ Nails
   Tip! Nude nail polish or none at all
Behavioral Questions

Tell me about yourself. _______________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

How do you spend your spare time? ____________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Do you have a mental picture of what you will be doing in five years? If so,
describe it. _________________________________________________________
____________________________________________________________________
____________________________________________________________________

Describe an activity in which you played a leadership role, whether it was in
school or in the community. __________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________________________________________________
Do you have any community interests? If so, what are they? _______________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What accomplishments have given you the most satisfaction? Why?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What are your perceived strengths? Weaknesses? _________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Have you ever accomplished something you did not think you could? ________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Tell me about a time you took the lead on a project. ________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Tell me about a time when you achieved a goal as part of a team. How would you characterize your role? _______________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Tell me about a time you were innovative. _______________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Deadlines, frustrations, problematic people and silly rules can make a job difficult. How would you handle these things? ____________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

As attorneys, we deal with complex legal issues. Can you tell me about a time you simplified a complex issue to someone in a way that helped them understand it?
___________________________________________________________________
___________________________________________________________________
Describe a time when you had to make a critical decision with very little information. _______________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Tell me about a time you had a research project in an area that was completely unfamiliar to you. ____________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Tell me about a time when you had multiple high-importance projects with overlapping deadlines. ________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Tell me about a time when you tackled a problem or situation that others avoided or refused to handle.  ________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

We expect our interns to jump in with both feet, but we don’t want them to drown. Tell me about time you started a task and then realized that you weren’t quite sure what you were doing.  __________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

What is the last conflict or confrontation with another person that you faced and how did you handle it?  ______________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Describe an ethical dilemma you were confronted with and how you dealt with it. ________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Give an account of a professional mistake you made and how you handled it.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Describe a job situation in which you had to make a significant change in the way you had been doing things.  ___________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

What is it about our organization and/or practice that is attractive to you? _____
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

What qualifications do you possess that would make you an asset to our organization/firm/company?  ________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Why should I hire you? ____________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Law School/Legal Career Questions

Why did you decide to go to law school? ____________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I see you go to Texas A&M University School of Law. Why did you choose Texas A&M? How has your experience been so far? ________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

What is your most/least favorite class in law school? Why did you select particular course work? ________________________________________
_________________________________________________________________
_________________________________________________________________
In your experience, what are the best/worst things about law school? ________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Do you think your grades are a good indication of your academic achievement?
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Could you explain to me your school’s grading system? How do you rank in your graduating class?  ___________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

If participated in Law Review, Property Journal, Moot Court, Mock Trial, ADR, Clinics, and/or Externships – What have you learned from your participation?
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
What do you hope to accomplish in your career as a lawyer? What are your ultimate career objectives?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Is there any particular area of law you are interested in?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Based on your experiences, what has best prepared you for the practice of law?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

What qualifications do you possess that would make you a good lawyer?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Describe the most difficult experience you’ve had to deal with in law school (or in first legal job) and how you handled it. _________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

What are you looking for in a law firm (or other employing organization)? _____
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Resume/Previous Experience

I see from your resume that you worked at ______. Tell me about your work there. _____________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Prior to working there, you listed on your resume that you were employed with _____, tell me about your work there. (Repeat as needed). _____________
__________________________________________________________________
__________________________________________________________________
Why are you leaving your current position? __________________________

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

What do you like/dislike about your current position? _________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

I see you have been honored by being awarded [scholarship, medals, other recognitions]. Please tell us about [X]. _________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________