



TEXAS A&M UNIVERSITY
SCHOOL OF LAW

CAREER SERVICES

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

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

Shoes: Color _____
Tip! Make sure polished no scuffs

Socks: Color _____
Tip! No white socks, dress socks

Tie: Color _____
Tip! Red, Navy or Yellow

Belt
Tip! Match shoes

Facial Hair
Tip! Trimmed

Women

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

Blouse: Color _____
Tip! Pastel colors

Shoes: Color _____
Tip! Closed toed, modest height

Jewelry: _____
Tip! Minimalist, pearls, no statement necklaces

Hair
Tip! Groomed and out of face

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]. _____
