

Memo

To: Professor Ellis

From: Aaron Feng, Dennis Huang, Xing Ye

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Subject: Mock Interview Questions

In this memo, we discussed about what kind of questions we will be using to interview our interviewers. We chose six questions that we think are the best to interview our interviewers to get to know them, why they are qualified for the position and what makes them fit better than other candidates that apply for this position.

1. **What can you do for us that other candidates can't?** This is the question that helps you stand out from other candidates. This is the time that you show your employer how you are unique.
2. **Tell me about a time where you had to deal with conflict on the job.** This question helps the interviewer to understand what kind of person you are and what kind of techniques you use to solve a conflict. It's also a way for the interviewer to learn from you about how to handle different situations under different circumstances.
3. **Why did you choose your major?** This question is the way that we can start to introduce ourselves, talk about why we picked whatever major that we applied and our interests. Then continue to talk about how we suit for the job position relative to our skills and experiences.

4. **Do you have any questions for me?** This question will determine the interest you have in the company that you looking forward to work for. Ask yourself how you and company can benefit one another and both seek the same goals.
5. **What kind of goals would you have in mind if you got this job?** The answer to this question will show what kind of ambition the interviewee has, what will he do to achieve this goal, and to know what kind of person the interviewee is.
6. **Tell me about a time when you had to give someone difficult feedback. How did you handle it?** This question is shows how to behave yourself to others. It is not pleasant giving someone negative or difficult feedback, but sometimes it just has to be done. It is always better to try and structure the feedback so that you don't just dwell on the negatives, but you try to accentuate some of the positives as well.