



## Job Interviewing Tips

### *Practice*

Practice answering interview questions and practice your responses to the typical job interview questions and answers most employers ask. Think of actual examples you can use to describe your skills. Providing evidence of your successes is a great way to promote your candidacy.

### *Prepare*

Research the company. Prepare a response so you are ready for the question "What do you know about our company. Know the interviewer's name and use it during the job interview. If you're not sure of the name, call and ask prior to the interview. Try to relate what you know about the company when answering questions.

### *Get Ready*

Make sure your interview attire is neat, tidy and appropriate for the type of firm you are interviewing with. Bring a nice portfolio with copies of your resume. Include a pen and paper for note taking.

### *Be On time*

Be on time for the interview. On time means 10-15 minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going and how long it will take to get there.

### *Stay Calm*

During the job interview try to relax and stay as calm possible. Take a moment to regroup. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention - you will be embarrassed if you forget the question!

### *Show What You Know*

Try to relate what you know about the company when answering questions. When discussing your career accomplishments match them to what the company is looking for. Follow Up.

### *Know Interviewers Name*

Always use their name during the interview. If you're not sure of the name, call and ask prior to the interview.

### *Bring resume*

Remember to bring extra copies of your resume to the interview



## Types of Job Interviews

### *Traditional Interview*

In a traditional interview, you will be asked a series of questions which typically have straight forward answers like "What are your strengths and weaknesses?" or "What major challenges and problems did you face? How did you handle them?" or "Describe a typical work week."

### *Behavioral Interview*

In a behavioral interview, an employer has decided what skills are needed in the person they hire and will ask questions to find out if the candidate has those skills. Instead of asking how you would behave, they will ask how you did behave. The interviewer will want to know how you handled a situation, instead of what you might do in the future.

1. Behavioral interview questions will be more pointed, more probing and more specific than traditional interview questions:
2. Give an example of an occasion when you used logic to solve a problem.
3. Give an example of a goal you reached and tell me how you achieved it.
4. Describe a decision you made that was unpopular and how you handled implementing it.
5. Have you gone above and beyond the call of duty? If so, how?
6. What do you do when your schedule is interrupted? Give an example of how you handle it.
7. Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
8. Have you handled a difficult situation with a co-worker? How?
9. Tell me about how you worked effectively under pressure.

### *Panel Interview*

This type is when a job applicant is interviewed by multiple interviewers. The panel of interviewers typically includes a Human Resources representative, the manager, and possibly co-workers from the department where the applicant would be working, if hired.

### *Dining Interview*

Interviewing can be even more stressful when you are expected to eat and talk at the same time. One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure. Dining with a prospective employee allows employers to review your communication and interpersonal skills, as well as your table manners. Table manners do matter. Good manners may give you the edge over another candidate.



## ***Phone Interview***

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Prepare for a phone interview just as you would for a regular interview. Keep your resume in clear view, on the top of your desk, or tape it to the wall near the phone, so it's at your fingertips when you need to answer questions.

1. Have a short list of your accomplishments available to review.
2. Have a pen and paper handy for note taking.
3. Turn call-waiting off so your call isn't interrupted.
4. Dress as if you are at the interview
5. Clear the room - evict the kids and the pets. Turn off the stereo and the TV. Close the door.
6. Unless you're sure your cell phone service is going to be perfect, consider using a landline rather than your cell phone to avoid a dropped call or static on the line.

### **During the Phone Interview**

1. Don't smoke, chew gum, eat, or drink.
2. Do keep a glass of water handy, in case you need to wet your mouth.
3. Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
4. Speak slowly and enunciate clearly.
5. Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
6. Don't interrupt the interviewer.
7. Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
8. Give short answers.
9. Remember your goal is to set-up a face-to-face interview. After you thank the interviewer ask if it would be possible to meet in person.

## ***Exit Interview***

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- An exit interview is a meeting between an employee who has resigned or been terminated and the company's Human Resources department. The reason companies conduct exit interviews is to get feedback about the job the employee held, the work environment, and the organization. Typical exit interview questions include why you are leaving, why you decided to accept a new position, whether there is anything you would change about the company, and what suggestions you might have for improvement.



## What to Wear for an Interview

### *Men's Interview Attire*

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1. Suit (solid color - navy or dark grey)
2. Long sleeve shirt (white or coordinated with the suit)
3. Belt
4. Tie
5. Dark socks, conservative leather shoes
6. Little or no jewelry
7. Neat, professional hairstyle
8. Limit the aftershave
9. Neatly trimmed nails
10. Portfolio or briefcase

### *Women's Interview Attire*

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1. Suit
2. The suit skirt should be long enough so you can sit down comfortably
3. Coordinated blouse
4. Conservative shoes
5. Limited jewelry (no dangling earrings or arms full of bracelets)
6. No jewelry is better than cheap jewelry
7. Professional hairstyle
8. Light make-up and perfume
9. Neatly manicured clean nails
10. Portfolio or briefcase

### *What Not to Bring to the Interview*

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1. Gum
2. Cell phone
3. Ipod
4. Coffee or soda
5. If you have lots of piercings, leave some of your rings at home (earrings only, is a good rule)
6. Cover tattoos



## Interview Questions

### *Job Interview Questions*

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1. Tell me about yourself.
2. How do you handle stress and pressure?
3. What motivates you?
4. What are your strengths?
5. What are your weaknesses?
6. What are your salary expectations?
7. What do you find are the most difficult decisions to make?
8. What has been the greatest disappointment in your life?
9. What do people most often criticize about you?
10. When was the last time you were angry? What happened?
11. If you could relive the last 10 years of your life, what would you do differently?
12. If the people who know you were asked why you should be hired, what would they say?
13. Do you prefer to work independently or on a team?
14. What type of work environment do you prefer?
15. How do you evaluate success?
16. If you know your boss is 100% wrong about something how would you handle it?
17. Describe a difficult work situation / project and how you overcame it.
18. Describe a time when your workload was heavy and how you handled it.
19. More job interview questions about your abilities.
20. What interests you about this job?
21. Why do you want this job?
22. Are you overqualified for this job?
23. What can you do for this company?
24. Why should we hire you?
25. Why are you the best person for the job?
26. What do you know about this company?
27. Why do you want to work here?
28. What challenges are you looking for in a position?
29. Are you willing to travel?
30. Is there anything I haven't told you about the job or company that you would like to know?

Go to web address below to look at the best ways to answer above interviewing questions.

<http://jobsearch.about.com>

**Click on: Interview Questions / Answers**

**Click on: Job Interview Questions and Answers**



## *Question you should ask*

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1. How would you describe the responsibilities of the position?
2. How would you describe a typical week/day in this position?
3. Is this a new position? If not, what did the previous employee go on to do?
4. What is the company's management style?
5. Who does this position report to? If I am offered the position, can I meet him/her?
6. How many people work in this office/department?
7. How much travel is expected?
8. Is relocation a possibility?
9. What is the typical work week? Is overtime expected?
10. What are the prospects for growth and advancement?
11. How does one advance in the company?
12. Are there any examples?
13. What do you like about working here?
14. What don't you like about working here and what would you change?
15. Would you like a list of references?
16. If I am extended a job offer, how soon would you like me to start?
17. What can I tell you about my qualifications?
18. When can I expect to hear from you?
19. Are there any other questions I can answer for you?

## *Interview Questions NOT to Ask*

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1. What does this company do? (Do your research ahead of time!)
2. If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)
3. Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)
4. Did I get the job? (Don't be impatient. They'll let you know.)

## *Send a Thank You Note*

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- Plan to send out your thank you letters or notes as soon as possible (Preferably within 24 hours) after your interview. It is appropriate to send an e-mail thank you letter.