INTERVIEWING

GENERAL INTERVIEW TIPS

• Look at your resume from the perspective of a potential employer (ask others for input on your resume)

• PRACTICE, PRACTICE, PRACTICE!!

• Identify the Top 5 questions you anticipate: Practice your responses over & over/ Bring a copy of questions & your responses to review while waiting for your interview/ Keep a list of the best/most difficult questions you were asked/

• Do research on the company/interviewer beforehand [Review their website/Review current events/Gather background info on the people/person conducting the interview/Know their hot buttons – what are their greatest needs? Are there any concerns about me that can be addressed?/ Call people you know who work there(or someone you know who does)

• Know the points YOU want to get across in an interview [What are you looking for /Where do YOU excel/ What value do you bring?/ Accomplishments – a couple of the most relevant ones]

• Prepare questions to ask THEM

• Don’t talk about compensation until you know it’s a job you want.(this gives you more leverage LATER if they decide they want you.).

• Dress conservative, neat

• Little, if any jewelry

• No gum chewing

• Go easy (or none at all) on the perfume or cologne

• Cover up tattoos, no visible piercings (except for an acceptable 1-2 on ears of females)

• Arrive early (5-10 minutes), but don’t have your presence announced TOO early.

• If you are not that familiar with the area (city, street, commute, etc.) where the interview will take place, it’s not a bad idea to make a “dry run” beforehand to see how to get there, & how long it takes. This can also help to ease the pressure on the day of, knowing you’ve been there.

SEVERAL MOST COMMONLY ASKED INTERVIEW QUESTIONS

• Tell me about an accomplishment that you are most proud of.
• What are your strengths? (weaknesses?)
• Tell me about yourself.
• Why should we hire you?
• Tell me about a project that had tight deadlines & how you handled it.
• How would your peers describe you?
• What is your work style?
• What are your future career plans?
• Why are you interested in OUR company?
• What happens to you under pressure?
• How well do you take criticism?
• How to you plan to balance your job with your social life?
• Are you interested in this job for the money?
• Do you have a problem prioritizing your work?
• What do you think are the major qualities the job of ______ demands?
• What aspects of the job of ______ do you consider most crucial?
• This position may include travel, how do you feel about being away for periods of time?
• What are your salary requirements?
• What qualities would you bring to this job and our company?
• Describe one of the biggest challenges you’ve ever had to deal with.
• Describe a situation that illustrates how well you manage multiple projects at one time.
• It is not always easy to get along with everybody. Tell me about a difficult person whom you’ve had to work with. How did you get along with this person?
• WHAT ELSE SHOULD I KNOW ABOUT YOU???????????????????????????