

# **Interviewing Tips**

With a little bit of preparation and effort, interviewing for a job doesn't have to be a stressful experience. Take a look at the following quick tips to help you make a good impression when you are called for your next job interview.

## **Preparing for the Interview**

You can prepare appropriately by following these tips:

- Research the company and position. Ask your recruiter how to obtain company literature and a written job description if possible. Visit the company web site and familiarize yourself with the key information located there.
- Know yourself and your qualifications. Know your resume' – often an employer asks a question derived from the information on a resume'. If the response is not consistent with the information written, the candidate loses credibility.
- Consider your short and long term career goals and be able to explain them.
- Be prepared with a list of questions about the job, the organization and the company that you would like answered.
- Know where, when and with whom the interview will take place.

## **Common Interview Questions**

Although interviews will vary, there are some questions that tend to be used more frequently than others. Common questions include:

- Tell me about yourself
- Why did you leave your last job and/or previous positions?
- Why do you want to work for this organization/company?
- Why should I hire you?
- How would your current/last supervisor describe you?
- Are you willing to work overtime, weekends, or nights?
- What salary range are you looking for?
- When are you available to start a new job?
- What are your strengths and weaknesses?
- What qualifications do you have that relate to this position?
- What is your greatest accomplishment?
- Discuss a time when you had to deal with a major change?
- Tell me about a difficult customer you worked with and how you handled them.
- Give me an example of a complex problem you had to solve and how you approached it.
- What are your long-term career goals?
- Why did you choose your college major?
- What courses did you like least/best? Why?
- What supervisors may we contact for references?
- What questions do you have for me?

## Making a Positive First Impression

By following the guidelines below, you will help ensure you begin your interviewing experience on a positive note:

- **Appearance** – Dress appropriately and professionally. Dress conservatively and make sure your clothing is clean and neat.
- **Arrival Time** – Plan ahead for unseen circumstances to ensure you arrive early. Don't make your entrance any more than 15-20 minutes before your scheduled interview time, unless specifically told to do so in order to complete applications.
- **Items to Bring** – Bring extra copies of your resume as well as a list of references. You may want to bring a notepad/notebook and a pen or pencil to take notes on items of interest. Depending on your profession, you may also want to take along samples of your work.
- **Bring a Firm and Confident Handshake**
- **Maintain Good Eye Contact**
- **Sit straight in your chair ..... don't be a slouch.**
- **Be a Good Listener** – The employer is responsible for leading the discussion. You will get your turn.
- **Be Confident (not cocky)** – take a good positive attitude with you. Let them know you will not let them down and that you have the right skills and experience they are looking for and a strong desire to succeed.
- **Be Prepared with Your Questions for them** – some possible questions may include:
  - 1) How did this position become available?
  - 2) What is your background?
  - 3) What made you decide to join the company?
  - 4) What will be the top priority for the person who accepts this job?
  - 5) What is the main strength you are looking for from this new person?
  - 6) How would you describe the culture in your Company?
  - 7) Can you tell me about the near and long term plans for the Company?
  - 8) How would you describe your competition?
  - 9) What are the Company's greatest challenges near and long term?
  - 10) DO NOT ask about the compensation at this point.
  - 11) DO let them know that you want the position – if you do.
  - 12) Ask them about the next steps in their process.
- **Be courteous to Everyone You Meet** – Be respectful and polite to all individuals you come in contact with when you arrive for the interview.

## Post-Interview Follow-Up

Within 24 hours of your interview sent the employer a “thank you” letter. If you remain interested in the opportunity, make sure you reiterate your feelings. Let him/her know that you are excited about the opportunity to become a member of his/her team!