



INTERVIEW TIPS

An interview is your opportunity to sell yourself to a potential employer. There are several steps to successfully completing an interview and subsequently receiving a job offer.

The following are steps you want to take before the interview.

RESEARCH THE EMPLOYER

Know the organization's values and mission. Research their products and/or services. Finally look for any recent news on the company.

LIST SOME OF YOUR WEAKNESSES

Employers may ask about your strengths along with weaknesses. Think about some of the weaknesses related to your position. It's okay to talk about them!

DRESS FOR SUCCESS

Wear clean, professional clothes. A suit is preferable, dress shirt and slacks are the second best option! Keep jewelry and cologne/perfume to a minimum.

STAY CALM AND BE CONFIDENT!

It takes 30 seconds for a person to make an opinion about you. When greeting the interviewer, give a proper handshake, provide eye contact, and of course, smile!

CREATE A LIST OF YOUR ACCOMPLISHMENTS

What are you good at? What experiences of yours stand out?

PREPARE QUESTIONS TO ASK YOUR INTERVIEWER

Think about what you'd like to know more about the company and the job so you may ask it at the end of the interview. This is important!

DRESS FOR SUCCESS

Arrive to the interview 5-10 minutes early. Take this extra time to double check your appearance and collect your thoughts.

SIT PROPERLY

Be friendly and polite to everyone you meet, the receptionist, the janitor, the interviewer. You never know who has a say in the hiring process.



COMMON INTERVIEW QUESTIONS

& SOME SUGGESTED ANSWERS

Q: What are your strengths?

A: Have two or three strengths in mind before the interview. Be sure that the ones that you choose directly relate to the needs of the employer. "I possess exceptional attention to detail. At my previous position I was recognized for consistently catching data entry mistakes that saved the company money. I also have great time management skills."

Q: Tell me about yourself...

A: This is a time to sell yourself, not tell your life history. Your answer should be a quick concise explanation of your qualifications and experience. "Since graduating with my AA degree I have been working with a public relations firm. While there I have helped to improve customer service scores by 20%. While I have enjoyed working at my current company I want to find a position where I will be working with corporate clientele."

Q: Why did you choose to apply to our company?

A: This is when you want to showcase your research about the company, compliment the company's work, and think about a specific aspect of the company that made you want to work there. It should not be "Because it's close to where I live" or "Because I needed a job to pay my rent."

Q: What are your weaknesses?

A: One way to respond to this question is to suggest areas for improvement and how your new employer can benefit from them. Stay away from generic answers like "I work too hard." "At my previous position I was not able to develop my public speaking skills. I am looking for a position that will help me to improve at giving presentations to groups of people."

Q: Tell me about a challenge you faced and resolved it...

When asked to tell about a time you faced a challenge, think about a time when you came up against a challenge that you successfully resolved. Don't dredge up a catastrophe that resulted in personal or professional failure – stick to a story with a happy ending. Ideally, don't make it about a personal clash with a co-worker, but rather a professional challenge that places you in a positive light.



DURING THE INTERVIEW

QUICK TIPS

TURN OFF YOUR CELLPHONE!

ANSWER BRIEFLY

Your answers to questions should be brief. Highlight your skills, strengths, accomplishments, and career plans. Rather than using a blanket statement such as “I’m a quick learner” site an example of a time where you learned something quickly.

MAINTAIN EYE CONTACT

Maintain eye contact throughout the duration of the interview, when greeting the person maintain eye contact long enough to know their eye color before you break contact.

DO NOT BLAME OTHERS IN YOUR ANSWERS

Do not place blame or be negative about previous employers during the interview. This is a great way NOT to get a job offer. Employers are looking for positive team players not negative blamers.

SAMPLE QUESTIONS TO ASK THE INTERVIEWER

- What are the characteristics of your most successful employees in similar positions?
- What type of training program and supervision does the position have?
- What challenges and responsibilities are associated with the position?