

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.
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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 do 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????????????????????**