

## Job Interview Tips

**1. Etiquette:** Attention to detail is important! Dress and groom yourself in a conservative, professional manner. Arrive early. Research the organization and the position thoroughly as much as possible before the interview, and have questions ready about the organization and interview based on your research. Practice answering every possible interview question you can think of beforehand. Bring multiple copies of your resume and list of references with you to the interview in a professional folder. Bring a professional notepad and a good quality pencil/pen. Take notes during the interview when the interviewer gives you information about the position or organization. Ask if there are any brochures or other written information available about the position. Ask for your interviewer's business card. Give the interviewer your professional business card if you have one. Send a professional thank-you e-mail or written note to your interviewer within 24 hours after the interview.

### **2. Interview questions you should be prepared to answer:**

**a. Possible interview questions about your work history:** Tell me about your past employment experience, responsibilities, and accomplishments. What major challenges and problems did you face, and how did you handle them? What have been your biggest mistakes, and what have you learned from your mistakes? What did you most like and dislike about your previous job(s), and why? What job achievements are you most proud of, and why? What did you most like and dislike about your past supervisors, and why? What do you expect from a supervisor? Tell me about a time when you had difficulty working with a manager and how you handled it. Tell me about a time you had difficulty working with a team and how you handled it. Describe a difficult work situation and how you overcame it. Describe a time when your workload was extra heavy and how you handled it. Why are you leaving your current job? Why did you resign? Why were you fired? What have you been doing since your last job?

**b. Possible interview questions about you:** What is your greatest strength? What is your greatest weakness? Tell me about yourself? How would you describe yourself? Describe your typical ideal work day/week. Describe your work style. How do you work with others? How well do you follow instructions? How well can you handle correction? How do you handle stress and pressure? What motivates you? What are you passionate about? What has been your greatest achievement in life? Your greatest disappointment or regret in your life? What are your pet peeves? What do people most compliment you about? What do people most criticize you about? What makes you angry, and how do you handle it? Do you prefer to work independently or on a team, and why? Give some examples of your teamwork experience. Give some examples of how you work independently. What type of work environment do you prefer? How do you measure success? If you know your boss is absolutely wrong about something how would you handle it?

**c. Possible interview questions about the organization or the position:** What interests you about this job and organization? Why do you want this job? Why do you want to work here? What are you looking for in this job? Why is this important to you? What knowledge, skills and experience do you have that qualifies you for this job? What strengths can you bring to this position? What else can you contribute to this position? Why should we hire you? Why are you the best person for the job? What do you know about this organization? Are you willing to travel? Are you willing to relocate? How do you define good customer service? How long do you expect to remain employed with this organization? What are your goals for the next few years? Where do you see yourself two years from now? Five years? Ten years? How do you plan to achieve those goals? What are your salary requirements? Is there anything I haven't told you about this job or this organization that you would like to know?

### **3. Interview questions you should beneficially ask:**

Be prepared with your own list of questions about the position and the organization based on your thorough research of the organization and position. If you haven't done your research first, your questions will probably reveal that, showing you aren't that interested in the job. If you're unclear about the job, you should ask important questions like "What would be my exact job responsibilities?", "Who would I be reporting to?", "Who would I be working with?" and "How is success measured and rewarded?" Besides whatever questions you have to get clarification about the position and the organization, if you only have time for ONE question of your interviewer, ask THIS question: "*What are you looking for in the ideal candidate for this position?*" Then, directly respond to your interviewer's answer by concretely explaining how you match all of what the interviewer is looking for in the way of (a) your strengths of skills and experience that make you qualified for the position, (b) your motivation and desire for this particular type of position and organization, and (c) why you personally would be a great fit in the position and within the organization. Do NOT ask about salary, benefits, time off, etc. Salary and benefit discussions will take place during negotiations when you get the job offer.