

If you are just beginning your job search or have not interviewed in awhile, it is a good idea to brush up on your interviewing skills.

## How to Approach an Interview:

### Before the interview –

- Plan your route & driving directions
- Research the interviewer & company
- Prepare multiple copies of your resume
- Practice the interview

### At the interview –

- Present a clean & attractive appearance
- Conduct yourself professionally
- Promote yourself convincingly

### After the interview –

- Follow up the interview by analyzing your performance
- Write a thank you note

## Ten Interview Tips:

- 1) Dress appropriately
- 2) Arrive 10 - 15 minutes early
- 3) Smile and introduce yourself with a firm handshake
- 4) Maintain eye contact and provide nonverbal feedback such as smiling
- 5) Understand what is really being asked and ask for clarification if needed
- 6) Be honest, brief, and present relative facts
- 7) List five things that make you a good candidate
- 8) Give examples of past events to support your responses
- 9) Ask appropriate questions
- 10) Thank the interviewer by name at the end of the interview and follow up with a thank-you note



## Questions you might ask your employer:

- What is the principal job of this department?
- What kind of person are you looking for?
- What is the most important responsibility?
- Where are the last three people who held the job?
- What is your biggest challenge in this job and what role can I play in assisting in these challenges?
- What are going to be my most important relationships?
- Where will I be situated? What kind of equipment will I have? Are there performance reviews?
- What is the work schedule? How flexible is it?
- What is the salary range? What about bonuses, profit-sharing, health insurance, and vacations?
- What are the continuing education opportunities?

## Questions your employer might ask you:

- Why would you like to work for this company?
- How did you decide on your major?
- How are you going to achieve your career goals?
- What sets you apart from other people who want this job?
- What is your greatest strength? weakness?
- What is the biggest challenge you have ever faced?, and how did you deal with and resolve it?
- What would you like to be earning two years from now?
- What would you like to be doing five years from now?
- What qualities do you think the position requires?
- What was your most significant achievement in college?
- What was your most significant job accomplishment?
- How do you organize tasks?
- Do you like working with people?
- Where else are you interviewing?

## How to Answer Common Interview Questions

**Q. "Tell me more about yourself."**

A. This is a common first question. Answer honestly, briefly, and include only those details which you are comfortable revealing. You will be asked to elaborate on particular points of interest. Try to mention something about where you grew up, where you attended school, a prominent move or career change, and maybe a hobby. Include one recent detail of your life; this is a chance to establish common ground and find similar points of interest.

**Q. "Why do you want to work here at ABC Inc.?"**

A. If you did your prep work, researching the company and position, you should have an idea of why you want this job. If you are just applying hoping for a better opportunity, keep researching and make sure you have at least one aspect of the job/company that you can point to as appealing.

**Q. "What would you say is your strength? Your weakness?"**

A. These questions are your chance to really promote and market yourself. Your strength should be a characteristic that is relevant to the position you are applying for. Think of something that you are proud of and can elaborate on; be sure to provide details and examples. Your weakness should be an honest assessment of an area in which you lack experience or need to improve upon. Remember though, your still trying to present yourself as the top candidate, so do not mention that you are constantly late, always procrastinate, or can not deal with people well.

**Q. "What did you learn from your last job / internship / educational experience?"**

A. Promote the qualities that you want to highlight. Point out how that experience is directly related to making you a great candidate for this position. Take advantage of this open ended question by bringing up all the points you'd like to emphasize. You will be asked follow up questions, so lead them where you want to go!

**Q. "Why did you leave your previous job?"**

A. Never provide excuses or bash the job in question. If you do not have an "easy out" answer, such as relocation, consider this question a chance to show your ambition for growth. Then, transition to explaining how this new opportunity is a better fit for your skills and/or your career ambitions.

**BE  
PREPARED**