



INTERVIEWING TIPS, TYPES, & QUESTIONS

QUESTIONS EMPLOYERS MAY ASK

Many interviews today are conducted by panels and are behavioral in nature. This means they will want to know how you responded or will respond in different situations. Preparing examples to showcase skills or demonstrate behavior will assist you in coming across well. Employers will also want to know about various subject areas. Some of these areas and three to four questions within them are as follows:

Questions about the field, position, and company

- Why did you choose this particular field of work?
- Why are you interested in working for us?
- What interests you about our product or services?

Questions about Education

- How has your schooling prepared you for this position?
- What subjects did you like the best, why?
- What was your poorest subject, why?

Questions about Your Experience

- Tell me a little about yourself.
- What did you like or dislike about your previous position?
- What have you learned from some of the jobs you've held that will help you here?

Questions about Attitude

- Where would you like to be in your career five years from now?
- What can you offer us that someone else can't?
- Why are you leaving your present position?

Questions About Your Personality

- Define good customer service.
- What would you consider to be one of your most outstanding job-related strengths?
- Tell me about a time when you have worked under a great deal of pressure.
- What type of supervisor do you find most difficult to work with?
- Tell me about the most difficult situation you have ever had to handle.

Questions About Job Specifics

- Will you travel, and would you be willing to move to any place the company would send you?
- How do you feel about overtime or working on weekends and evenings?
- Do you have dependable transportation?

During the interview, if you are not directly asked, but you feel the employer is worried about an issue, you may want to weave an explanation into your response that relieves this fear. However, don't bring it up unless you feel it's an issue.

Responding to Difficult or Illegal Questions

- Tell me why you were let go from your previous position? (If there was a problem, help the employer to see that you have worked through this and it no longer exists.)
- How many children do you have and what are their ages? (This is an illegal question, and you don't need to answer it; however, you could respond with, "I'm not certain how this relates to my position, but I want to assure you I am dependable.")

INTERVIEWING TIPS

Prepare Ahead of Time

- If you haven't done it yet, research the company.
- Know the job description and prepare examples.
- Rehearse your interview with a friend or in front of the mirror to cut down on nervousness.
- Know where they're located, and from what time the interview is, how long it will take you to get there. You should plan to arrive 15 min. early to look around.
- Pick out a conservative outfit the night before to make sure it is clean and well maintained.
- Use good hygiene and limit your use of products that have strong scents.
- Abstain from alcohol the night before, for it will even leach through your skin.
- Bring two copies of your resume, one to refer to and one to offer the interviewer. You may also want to bring copies of your references.

During the Interview

- Know how to pronounce the interviewer's name, take their business card or ask the receptionist the correct spelling before you leave.
- Be friendly yet confident. This includes being polite to all you meet, giving a firm handshake, being aware of body posture and making eye contact.
- Listen intently to questions and respond completely using examples. Try to keep responses to within 1-2 minutes.

After the Interview

- Thank the interviewer by name, shake hands and send a thank you note within 24 hours.
- Leave questions on wages, start dates, etc. until an offer is made.
- Don't linger. If your ride hasn't arrived, wait outside.
- Be certain what the job requires before accepting the position.



STAGES OF THE INTERVIEW

Introduction

Here you meet the interviewer. Make sure to pronounce their name correctly, and use it several times throughout the interview. Shake their hand firmly and make eye contact. The interviewer may try to make you feel comfortable with small talk and then tell you a little more about their company and the position.

Middle

Here is where most of the questions are asked. Try to listen attentively and answer their questions, giving examples from school or past work experiences. Try to match your skills and education to their needs.

Near End

This is your opportunity to ask questions. Have at least 2-3 questions prepared.

Closing and Follow-Up

If the employer has not talked about next steps, ask when they hope to make a decision. You may also want to ask if you could call after a set time if you haven't heard from them. Say goodbye, shake hands and send them a thank you letter within 24 hours.

INFORMATIONAL INTERVIEWING:

How Does it Differ From Employment Interviewing?

Employment Interviewing is a way for an employer to find out more about your skills, education, personality, etc., to see if you would be a valuable asset to their organization. At the same time, you should be interviewing them to understand more about the position, their management style, if you could work under such a style or manager, what growth potential might be available there, etc. These questions are primarily job or company specific.

Informational Interviewing is a way for you to find out more about an entire field. It's helpful if you can perform as much research as you can in this field from books, web sites, articles, and taking a class or two. Next, search out individuals who work in this field that can verify what you're finding. If you do a good job and you like what you're hearing, you may be able to bring them on as a mentor, and possibly use them as future internship sites. Questions you might ask include:

Position specific

What are the typical tasks in this position?

What is the percentage of time spent in each of these tasks, and are there slow and fast times?

What typical problems do you usually deal with?

Personal

How did you get involved in this field?

What level of skills and education are required for an entry level position in this field?

What part of your job do you like the most/least?

How does a person advance in this field?

Outlook

Is this field growing?

Where do you see this field going in the next five years?

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