

## **INTERVIEW TIPS**

- Unless interviewer requests otherwise, dress professionally no matter what the corporate/office environment is.
- Prepare answers to commonly asked questions.
- Bring with you: paper/note pad, pen, prepared list of questions, extra copies of resume. Have them in a portfolio of some type.
- Take notes, especially while interviewer explains position.
- Have a firm handshake.
- Offer information, but don't interrupt.
- Offer more than yes or no answers.
- Never "bad mouth" a former employer, professor, etc.
- Ask prepared questions.
- Follow up with a thank-you note within 24 hours.

## **QUESTIONS MOST ASKED IN INTERVIEWS**

- Tell me about your last position and why you liked it.
- Describe a stressful situation you have been in and explain how you handled it.
- If I were to call upon your former co-workers (or fellow students) how would they describe you?
- What would your former supervisor say about you as an employee?
- Tell me about your favorite job. Why was it your favorite?
- Tell me about your favorite boss. Why was he/she your favorite?
- What were your favorite courses in school and why?
- How did you choose your major and college?
- What would be the ideal position for you and why?
- Tell me about your hobbies, interests and what you do in your spare time.
- What are your best qualities?
- In what areas could you improve?
- Why should we hire you over someone else?
- Why do you think this is the right job for you?
- How do you plan to succeed if you get the job?
- When things haven't gone well, how have you handled the disappointment?
- Can you give me some examples of how you overcame setbacks in your career?
- Tell me three specific things you have accomplished for which you are most proud.
- What is the most important thing you've learned from your collective work experience?
- Describe to me a "difficult" experience that you had with an employee, co-worker or supervisor. What happened? How did you resolve it?
- Who has been the most influential person in your life and why?
- What can you contribute to our company?

## **POPULAR INTERVIEW QUESTIONS**

- Tell us about yourself.
- What in your background best qualifies you for this job?
- What experience have you had with (spreadsheets, public relations, etc.)?
- Do you think your grades are a good indicator of your academic achievement?

- What do you know about our company?
- What are your career goals?
- How does this job relate to your plans?
- Why are you interested in this position?
- What in your background best qualifies you for this job?
- What is your greatest strength/weakness?
- What would you do if. ..? (a scenario is presented, such as "What would you do if one of the company's vendors called irate because of a mistake in an invoice you have processed?" or "What would you do if you discovered an error in your story after it was printed?")
- How long have you been interested in this type of work?
- What do you expect from the company that hires you?
- What criteria are you using to evaluate the company for which you hope to work?
- If one of your professors/friends were here today, what would they say about you?
- Are you willing to relocate?
- Are you willing to travel?
- What do you plan to be doing five years from now?
- What do you REALLY want to do in life?
- When were you most proud of yourself?
- What college subjects did you like best? least?
- What do you like to do in your spare time?
- What type of books do you like to read? or What's the last book you read?

### **ASK THE INTERVIEWER**

- What is a typical day like in this department?
- Of all the responsibilities associated with this position, which one(s) would you expect me to give priority to if I were to start tomorrow?
- What is the most interesting or challenging project this department has completed in the last six months/year?
- What kinds of assignments might I expect the first six months on the job?
- What products/services are in development now?
- What position/area of the company do you see this position naturally leading to in the future?
- How long have you been with the company?
- What do you enjoy most about your job?
- **DON'T ASK**
  - About salary until the second interview; it's best to let the interviewer bring it up
  - What happened to the last person who held the job
  - How long it will take to move up