

# Questions Frequently Asked In An Interview

Imagine that you are going on an interview for your Immediate Job Goal.

Write that goal here: \_\_\_\_\_

## 1) TELL ME ABOUT YOURSELF?

You can answer this question with four parts telling about your skills or "duties", experience, education and personal qualities. "DEEP" is an acronym you can use to remember each part.

**D**uties      I Can:

**E**xperience      I have been:

**E**ducation      I have completed:

**P**ersonal      I am:

**2) WHY ARE YOU INTERESTED IN THIS TYPE OF WORK?**

Talk about the interesting details of the job and why they fascinate you.

**EXAMPLE:** If you're looking for clerical work. "I really enjoy typing and using Microsoft Windows to create documents. I love coordinating details and getting things organized".

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**3) BASED ON YOUR PREVIOUS EXPERIENCE, WHAT SPECIAL TRAITS AND SKILLS DO YOU BRING WITH YOU THAT WILL BENEFIT OUR COMPANY?**

This is a great opportunity to talk about your MBTI, RIASEC, TrueColors skills

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**4) ARE THERE ANY THINGS ABOUT YOURSELF THAT YOU WOULD CARE TO CHANGE?**

**EXAMPLE:** "I'd like to change my employment status." Or "I'd like to further my education and have a steady job".

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**5) WE HAVE MANY QUALIFIED APPLICANTS, WHY DO YOU THINK WE SHOULD HIRE YOU FOR THE POSITION?**

Talk about a skill that would be beneficial in the job you are applying for and explain how you used that skill in your previous work or schooling.

**EXAMPLE:** "I am a people person. In my previous job as a cashier, I came in contact with all different types of customers. I can talk to anyone! "

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**6) HOW MUCH DO YOU EXPECT TO BE PAID?**

"Could you please tell me how much you'd pay a person with my qualifications?"

**NOTE:** Whatever the response just say O.K. Don't negotiate now. The interview is not the place to discuss salary. Wait until you're offered the job.

**7) WHAT JOBS HAVE YOU HELD? WHY DID YOU LEAVE?**

Use your application; remember to always talk positively about past employers and put the best face on the truth.

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**8) WHAT ARE YOUR STRENGTHS?**

Think of at least 3 examples.

**EXAMPLE:** "I'm flexible. I worked for 18 hours a day for 10 days during the Girl Scout fair. I'm a good letter writer and speller. My friends are always asking for help with correspondence. I am very dependable, at my last job I received an award for perfect attendance."

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**WHAT ARE YOUR WEAKNESSES?**

Never volunteer anything truly negative. Always turn a weakness in to a positive. Only give one example.

**EXAMPLE:** " I'm hard on myself when I make mistakes, but I am realizing that I can grow and learn from mistakes". OR "I'm not bilingual but I am planning on taking a language class in my free time".

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**9) WHAT DO YOU KNOW ABOUT OUR COMPANY AND WHY DID YOU APPLY FOR THIS POSITION?**

Research the company, using the Internet, an informational interview (not with interviewer), and the Chamber Of Commerce. Also remember to be observant when waiting in lobby for interview. Connect this information with your own skills.

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**10)WHAT TWO OR THREE ACCOMPLISHMENTS HAVE GIVEN YOU THE MOST SATISFACTION?**

Start with something related to a previous job or education. You can also give a personal example. Also explain why these examples have given you a sense of accomplishment.

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**11)SITUATIONAL QUESTIONS WHAT WOULD YOU DO IF ...**  
(Try to think of situations that may happen in your chosen line of work)  
Employers are looking for your problem solving ability.

**12)WHAT WOULD YOU LIKE TO BE DOING IN 5 YEARS?**

Employers are looking for someone who will stay.

**EXAMPLE:** "In the same company with more responsibility." or

" Where could I be?"

Have some goals for yourself within the organization.

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**13)DO YOU HAVE ANY QUESTIONS TO ASK OR ANY STATEMENTS YOU'D LIKE TO MAKE?**

Always ask questions to show interest/ enthusiasm about the job.

**EXAMPLE:** "What is a typical day like?" "Could you please tell me when you'll be making your decision and can I call you?" Always ask this question so you don't have to wait/guess for an answer. Refer following pages for additional ideas.

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## **Interview Questions to Ask**

- What do you see as the priorities for someone in this position?
- How would you describe a typical week/day in this position?
- Is this a new position? If not, what did the previous employee go on to do?
- What are the company's plans for the future?
- What training programs do you have available for your employees?
- How are employees evaluated and promoted?
- What do you like about working here?
- What don't you like about working here and what would you change?
- Would you like a list of references?
- If I am extended a job offer, how soon would you like me to start?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?

## **Interview Questions NOT to Ask**

- What does this company do? (Do your research ahead of time!)
- If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)
- Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)
- Did I get the job? (Don't be impatient. They'll let you know.)

**14) ENDING THE INTERVIEW:** Ask for a business card so that you have the interviewer's name, title and address so you can send a THANK YOU note. Express your interest in the position and thank the interviewer for their time.

## **REFERENCES OF**

**Your Name  
Your Address  
City, State, Zip  
Phone number  
Email address**

**(Use the same heading as the resume)**

**Reference Name  
Reference's Position/Job Title  
Place of Employment  
Employment Address  
City, State, ZIP  
Work phone number  
Email address**

**Reference Name  
Reference's Position/Job Title  
Place of Employment  
Employment Address  
City, State, ZIP  
Work phone number  
Email address**

**Reference Name  
Reference's Position/Job Title  
Place of Employment  
Employment Address  
City, State, ZIP  
Work phone number  
Email address**

## **After the Interview**

**\*\*The same day, complete an evaluation of your interview (below).**

**Interview Evaluation:**

**Date of Interview:**

**Name of Position/Company:**

- 1) Did you arrive on time?
- 2) Did you feel confident about your appearance?
- 3) Were you relaxed?
- 4) Were you able to answer questions and express yourself clearly?
- 5) What questions did you feel you answered best?
  
- 6) What were the hardest questions?
  
- 7) Which questions would you answer differently?
  
- 8) Did you feel that the interview went well? Why?

**\*\*Write a thank you note the same day. Usually this is hand written on a thank you card and sent out the same day as the interview.**

### **Interview Dress Rules:**

- 1) Dress one step up from what you would wear at work.
- 2) Make sure what you are wearing is neat, clean and appropriate.

Example: For an internship, a man can wear a shirt, tie and Dockers type pants. A woman can wear a conservative dress or nice slacks and a blouse. Please note: it is better to overdress than under dress!

### **Men and Women**

- Conservative colors (solid dark blue, grey, brown, tan, black is best)
- Conservative long-sleeved shirt/blouse (white is best, pastel is next best)
- Clean, polished conservative shoes-not open toed
- Well-groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Empty pockets--no bulges or tinkling coins
- No gum, candy or cigarettes
- Light briefcase or portfolio case-which includes a copy of resume, application, references, notebook and pen.
- No visible body piercing (nose rings, eyebrow rings, etc.)

### **Men**

- Necktie should be silk with a conservative pattern
- Dark shoes (black lace-ups are best)
- Dark socks (black is best)
- Get a haircut; short hair always fares best in interviews
- No beards (unless you are interviewing for a job as a lumberjack!)
- Mustaches, make sure it is neat and trimmed
- No rings other than wedding ring or college ring
- No earrings (if you normally wear one, take it out)



## **Women**

- Shoes with conservative heels
- Conservative hosiery at or near skin color (and no runs!)
- No purses, small or large; carry a briefcase instead
- If you wear nail polish (not required), use clear or a conservative color
- Minimal use of makeup (it should not be too noticeable)
- No more than one ring on each hand
- One set of earrings only

# **Interviewing Tips & Strategies**

By Penny Loretto, About.com

<http://internships.about.com/od/interviewing/qt/interviewtips.htm>

**Do your research.** The Internet has made it easy to research companies and find out more about the organization and its culture. Use this information wisely and illustrate your understanding of the company by asking relevant questions during the interview.

**Be prompt.** Make sure you are familiar with the location of the interview and allow ample time for unexpected traffic delays. It is good to find the interview location beforehand.

**Be yourself!** Don't try to be someone you're not. The interview is as much about you finding out about the organization and the position as it is about them finding out about you. The interview will help you decide if the organization is the right match for you.

**Know your interviewer's name.** Communications and interpersonal skills are two of the basic skills employers look for in job candidates. Take the initiative to know the interviewer's name and be sure to use it during the interview.

**Take the first few minutes to develop rapport** The first several minutes of the interview can be used to develop rapport which will set the stage for a more comfortable and relaxing interview.

**Making a good first impression is a key element to a successful interview.** Your nonverbal behavior says a lot about you. Be sure to offer the interviewer a firm handshake and maintain eye contact when speaking. You will want to appear poised, yet comfortable and relaxed during the interview. In addition, greet the receptionist professionally.

**Emphasize your skills and accomplishments.** Focus on your skills and accomplishments, including: high school/college coursework, volunteer and co-curricular activities. Previous internships and/or work experiences are important as well describing your transferable skills: communication, interpersonal, strong analytical and problem solving, etc..Remember to talk about your Strengths Quest results!!

**Don't try to be humorous.** Your purpose at the interview is to put your best foot forward and persuade the interviewer that you have the interests and skills required to do the job. You also want to convince the interviewer that your personality is a good fit for the organization. With no prior knowledge of the interviewer's personality, humor can derail an otherwise good interview.

**Be sure you understand the question before answering.** It's OK to ask the interviewer to repeat the question or ask for clarification.

**Don't exaggerate your accomplishments.** This can create a problem once you get the job and are unable to perform the required duties.

**Nervousness is expected.** By practicing prior to the interview, you will feel more confident and better prepared. There may be a point when you feel you did not answer a question to the satisfaction of the interviewer, just go on. You may be able to clarify your answer later in the interview or let the interviewer know that you would like to return to that topic.

**Follow the interviewer's lead during the interview. Don't spend too much time on any one question but make sure you have answered the entire question. Keep answers 2-3 minutes at most.**

**Watch your grammar. Interviewers want to know how you are going to represent the company and fit into the organization. Be sure to slow down and think before you speak.**

**Don't interrupt the interviewer. Let the interviewer complete the question before answering. It is OK to use silence while you gather your thoughts.**

**Don't accept a job/internship on the spot. Give yourself ample time to weigh the pro's and con's of the position. If they do offer you a position at the interview, give yourself time to make sure the position is the right one for you.**

**Follow up the interview with a thank you note. Take this opportunity to clarify a topic discussed in the interview and to reaffirm your interest in the organization and the job or internship.**

