

The One Minute Guide to Successful Interviewing Strategies



Learn how to:

- ✓ *Make a positive impression*
- ✓ *Answer questions effectively*
- ✓ *Ask questions that show interest*

TYPES OF INTERVIEWS

The type of interview you have depends on who conducts it. There are 4 types of interviews:

Human Resource Interview – This is a screening interview to evaluate your overall potential and fit within the company.

Manager Interview – The interview questions tend to be more technical. Expect to discuss how you can add value and be a team player.

Co-Worker Interview – Future co-workers may also interview you to see how you fit with the team.

Group Interview – Each interviewer will ask a number of questions. The key is to stay calm and direct your attention to all panel members.

THE INTERVIEW PROCESS

The Warm Up – To Develop Rapport



The Question Period – To Establish Fit



The Close – To Make the Sale!

INTERVIEW FUNDAMENTALS

Good interviews didn't just happen. They result from thorough preparation. The more you know about yourself and your career goals – the better you can market your skills and experiences – after all, that's what the interview is all about – marketing yourself!

- **Prepare** – Assess your skills, abilities, strengths and weaknesses.
- **Research** – Learn about the position and the company.
- **Be Punctual** – Write down the time and location of the interview. Arrive 15 minutes early and then relax!
- **Be Professional** – Be aware of the image you are projecting at all times. Be courteous to the staff.
- **Shake Hands** – Your handshake should be firm and direct, and offered confidently.
- **Maintain Good Eye Contact** – Show the interviewer you are interested. If there is more than one, respond to the person asking the question, and then direct your attention to the others.
- **Be Positive** – Speak favorably of your current and past employers.
- **Listen** – Every question asked by the interviewer has a purpose.
- **Be Brief and to the Point** – Think before you speak.
- **Prove It!** – Talk about your accomplishments.
- **Ask Relevant Questions** – Show you have done your research. Do not ask about salary and benefits until after you have a job offer.
- **Express Interest** – Let the interviewer know you want the position.

THE DIRTY DOZEN

- **Tell me about yourself.** Briefly describe your work experience, education and accomplishments.
- **What are your greatest strengths/weaknesses?** Relate your strengths to how you have used them. State a weakness and what you are doing to improve.
- **Why did you leave your last job?** Tie in your career goals.
- **Why do you want to work for us?** Show what you learned from your research and identify how you can make a contribution.
- **How did you like your previous job?** Be positive and mention what you learned.
- **What kind of salary are you looking for?** Hold off discussion until it has been determined that you are a good match for the position.
- **What do you know about your company?** Let your answer show that you did your research and indicate that you would like to learn more.
- **Why should we hire you?** Focus on how you can add value.
- **What did you think of your former manager?** Be as positive as you can. Stress what you learned.
- **What are your long-range goals?** Show an interest in career growth.
- **Do you like to work overtime?** Ask how much you can be expected and what your past experiences have been.
- **You seem over-qualified (or under-qualified).** If over-qualified, point out the expected challenges. If under-qualified, point out how you have learned quickly in the past.

TYPICAL INTERVIEW QUESTIONS

Questions About Your Experience

1. What are your major career accomplishments?
2. What are your qualifications for this position?
3. What do you do in your current job that you like most? Least?
4. Why do you want to leave your current job?
5. Why did you change jobs before?
6. What is your most rewarding job so far?
7. What do you like most about your current manager? Least?
8. How much do you make in your current position?

Questions About Your Education

9. Describe your educational background.
10. What courses did you enjoy the most? Least?
11. What additional training or workshops have you attended?
12. What do you do for your continuous learning?

Questions About Your Career Goals

13. What is important to you in a job?
14. What attracted you to this position?
15. What do you consider to be the greatest challenge facing this company? What should be done about it?
16. How will you contribute to this position?
17. Why should you be hired over other applicants?
18. What other kinds of positions are you considering?
19. What do you want to be doing five years from now?

Questions About You

20. Tell me about yourself.
21. What are your major weaknesses? Strengths?
22. What do you do in your spare time?
23. How do you work under pressure? Meeting deadlines?
24. What types of people do you enjoy working with?
25. In what ways are you a team-player?
26. What makes a good leader?
27. If you could choose a career without regard to education or experience, what would you be doing?

WINNING QUESTIONS TO ASK

- Why did this position become available?
- What are the primary duties during the first six months?
- What is most urgent or challenging part of the job?
- What are the expectations of the manager?
- Where does this position appear on the organizational chart?
- How much freedom would I have in accomplishing the work?
- How would you describe the organizational culture?
- How will performance be evaluated?
- What do you see as my greatest strengths and development needs in terms of this position?
- When will you be making a selection decision?
- How will I be notified of your decision?