

## INTERVIEWS

Preparation is the key to a successful interview. Do the research necessary to find out what the company does and what qualities it looks for in its employees. Rehearse tough questions and know in advance what questions you need to ask during interview. Most importantly, keep a mental list of information you want the interviewer to know about you, and then relate this during appropriate times during the interview. Keep in mind that the interviewer's main objective is to determine how well your skills match the employer's needs. With proper preparation, you will show yourself to be the ideal candidate for the position.

### DO'S

- Be confident, without being arrogant
- Arrive a little early if possible
- Offer a firm handshake
- Dress appropriately for the interview
- Maintain eye contact during interview
- Come across as being interested
- Ask appropriate questions at appropriate times.

### DON'TS

- Display too much nervousness
- Display a lack of self confidence
- Show lack of interest in the company or the position
- Show an inability to maintain a conversation
- Speak poorly of past employers
- Fail to ask questions
- Overemphasise salary and benefits
- Give unclear responses

## WHAT TO BRING

- C.V. (5-6 copies), one for you and a copy for each of the interviewers
- Certifications, Qualifications (if applicable)
- Names and contact details of any referees
- A map with directions
- Information about contact personnel, office location and phone number(s)
- Pens (make sure they work!)
- Notepad or ipad
- Portfolio - samples of past work (if applicable)
- Reference letters (offered only if asked)
- Folder or small briefcase
- List of possible questions to ask the interviewer

## **What Questions might you expect?**

### **Generic**

- Tell me about yourself.
- How would a workmate describe you?
- Describe a past failure and how you dealt with it?
- List your single most important achievement in life.
- Do you have any questions you would like to ask now?

### **Company**

- Do you like working with small or large companies? Why?
- Are you willing to relocate? How far?
- What distance are you willing to commute?
- What do you know about our company?

### **Life Values**

- How important is making money to you?
- How do you measure success?

### **Work Environment**

- Describe your ideal work environment.
- Do you prefer working on a team or independently?
- Do you like working in a competitive environment?
- Is being recognised for a job well done important to you?
- Are you willing to ask for help when you need it?
- How do you motivate others?
- Do you work well under pressure and to deadlines?
- Are you willing to work long hours?

## **Education**

- Were your grades a good indicator of the amount of effort you devoted to studying?
- Why didn't you do better in school?
- What was your favorite subject? Why? What was your least favorite subject? Why?
- List some extracurricular activities that you participated.

## **Work Experience**

- Why are you looking to leave your present job?
- What did you learn at your last job?
- How would a past supervisor were to describe you?
- What kinds of skills do you have to offer for the position you are applying?
- Why should we hire you?
- How is your experience relevant to this job?
- What skills do you think are important to this job?
- How many days were you out in your last job? Why?
- How did you manage stress in your daily work?
- What did you like most about your last job? Least?
- Have you ever been let go? If so, why?

## **Skills & Abilities**

- What are your greatest strengths?
- What are your weaknesses?
- What job-related skills do you possess?
- How are your I.T. skills?
- How good are your verbal skills? Writing skills?
- Do you speak any foreign languages?
- Describe an event in which you were creative in resolving the situation.
- How do you usually go about solving a problem?
- What can you do for us that someone else can't?

## **Interpersonal Skills**

- What makes a manager effective? Ineffective?
- Do you enjoy helping others to do their best?
- How good are your interpersonal skills?
- What do you do when you and your boss disagree on a major issue?
- How do you handle criticisms of your work?
- Have you ever had a conflict with a colleague? If so, explain.

## **Motivation**

- Would you describe yourself as ambitious?
- What do you think you will be doing a year from now? A decade?
- Do you believe that if you work hard, you can always achieve your goals?
- What motivates you to work?
- Describe your ideal career.
- Why are you looking to change careers?
- Are there any other positions that are you considering?

## **Hobbies & Pastimes**

- What are your hobbies?
- Which activities do you engage in to reduce stress?
- What was the last book you read? Movie you saw?
- Do you take part in your community activities?
- Describe an activity that taught you teamwork.

## **Salary**

- How much are you looking to make?
- What is your current salary? Basic pay? Commission?
- What is your attitude to overtime?

## QUESTIONS YOU MIGHT ASK

- Do you have plans for expansion?
- What qualities in an employee does the company look for?
- How many people are there in this department?
- What are some projects that this department is currently working on?
- Does the company reimburse for continuing education?
- How much travel would normally be expected?
- What type of training programs does a new employee receive?
- How often are performance reviews given and how are they conducted?
- What are career advancement opportunities?
- What are the major responsibilities of the job?
- Would you describe a typical work day for this position?
- How much interaction is there with supervisors? Colleagues? Customers?
- What are some of your long-term objectives for this position?
- How is one evaluated in this position?
- Are there opportunities to work with people from other departments?
- Who will be my direct supervisor?
- When may I expect a decision?
- What is the next step in this process?

