

THE INTERVIEW: COMMONLY ASKED QUESTIONS

- Tell me about yourself.
- What interests you most about working for this company?
- Why should we hire you?
- What is your greatest strength? What is your greatest weakness?
- What were your major contributions to your last job?
- Can you give us personal references?
- What are your greatest career accomplishments?
- Can you manage people? What is your management style?
- If you could choose any company to work for, what company would it be?
- What interests you most about this job?
- What are your professional career goals?
- What did you like about your last job?
- Are you willing to travel?
- Will you be able to relocate?
- What did you like least about your last job?
- Why have you changed jobs so frequently?
- What would other people say about your work ethic?
- May we contact your last employer?
- Have you been responsible for making hiring decisions?
- Can you delegate responsibility? Give an example.
- Have you ever fired anyone?
- What are your short/long term goals?
- How has your attendance been in your jobs?
- How do you deal with conflict?
- What do you think makes a good employee?
- What kind of salary do you need?
- How long will it take you to make a contribution to our company?

BEFORE THE INTERVIEW

- Research the company
- Confirm your appointment
- Arrive 15 minutes early- DO NOT BE LATE
- Anticipate and be prepared to tell the employer why he/she should hire you.
- Dress for success. Be powerful and pleasant, not casual and friendly.

THE ACTUAL INTERVIEW

- Sell yourself by selling the skills you will bring to the job.
- Demonstrate your availability, friendliness, and dependability.
- Ask for clarification if you don't understand a question.
- Don't initiate discussion if you don't understand a question.
- Don't initiate discussion of wages and benefits until a job is offered to you.
- Use examples to support the information you provide to the employer during the interview. Example: If an employer asks if you are organized, do not just answer "yes." Also give a short example that illustrates how you have used this skill.

AFTER THE INTERVIEW

- Write a thank you note and mail it that day!
- Continue networking!

THINGS TO REMEMBER

- First impressions are important because employers hire people they like! When they like you, they will examine your skills. When they don't like you, your skills will not get you the job.
- Remember, along with questions directly linked to the actual on-the-job responsibilities, the employer may also ask questions that relate to other job dimensions such as: communication skills, motivation, initiative, planning and organization, judgment, ability to learn, work ethic and problem analysis.
- If interviewing with a public sector employer (city, country, or state) expect a panel interview.