



## INTERVIEW TIPS

### BEFORE THE INTERVIEW

- Dress the part – Wear plain navy, black or dark colored business suit

#### MEN:

- Matching Suit; No sport coats and trousers
- White or light blue shirt and conservative tie
- No cologne or jewelry
- Clean shaven
- Dark socks
- Formal, well-shined shoes

#### WOMEN:

- Pant or Skirt Suit with matching jacket
- Light colored blouse
- Conservative pumps
- Limited jewelry and no perfume
- Formal, well-shined shoes

- Thoroughly research the company
  - Why would you want to work for this company?
  - What does their typical client look like; who uses their product/service?
  - Who are their major competitors?
- Have accurate directions to location of the interview
- Arrive 10-15 minutes before an interview
- Bring 3 copies of your resume
- Bring a copy of references
- Bring a pen and notebook to take notes before, during and after the interview
- Prepare questions to ask during the interview
- Greet everyone in the office with a smile and hello
- Fill out applications neatly and completely
- Smile, use a firm hand shake and show high energy throughout the interview

## QUESTIONS COMMONLY ASKED

Most of us make two mistakes when we are being questioned in an interview. First, we fail to listen to the questions. We proceed to answer a question that was not asked or to give out a lot of superfluous information. Second, we attempt to answer questions without preparation. Not even the most skilled debater can answer questions off the cuff without damaging his or her chances of success. Bottom line....**be prepared!!**

1. Tell me about yourself.
2. What is your greatest strength?
3. What is your biggest weakness?
4. What are you looking for in a position?
5. What do you know about our company?
6. Why do you want to work for us?
7. Why should we hire you? What sets you apart from others?
8. Why are you leaving your current company? Past companies?
9. What is your biggest achievement?
10. What is your biggest failure? What did you learn from it?
11. In your current or past positions, what features did you like the most? Least?
12. What would be our ideal job?
13. How do you define yourself?
14. How do you spend your spare time?
15. How do you think those that know you describe you?
16. Give an example of a time you had a conflict with a co-worker and how you handled it?
17. Did you ever work for a manager you didn't care for? What did you do about it?
18. Describe the relationship that should exist between a supervisor and subordinates.



## QUESTIONS TO ASK THE EMPLOYER

Choose 7-10 questions for your interview. These questions are guidelines. Use your own creativity. It is important to be yourself in an interview. Employers will quickly see through a memorized and over-rehearsed question.

**Never ask a company about sick leave, paid vacations, holidays or other benefits that allow you to get away from work unless you are getting an offer.**

1. What have you liked most about the company and what have you liked least about it?
2. What expectations do you have for the company in the next 5 years?
3. Could you please describe a typical day?
4. What are my opportunities for advancement?
5. How are promotions evaluated?
6. How is performance evaluated?
7. What are your expectations of a new hire?
8. What are your company's strengths and weaknesses?
9. If you had to isolate 3 things that determine a person's success with your company what would those be?

### CLOSE FOR THE NEXT STEP/JOB

Let them know you're interested in the position.

1. Are there any questions or concerns on my background?
2. Where do we go from here?
3. What is the next step?

## WRITING A THANK YOU LETTER

A thank-you letter should be more than a polite thank-you. Besides expressing interest in a position, thank-you letters can reinforce, correct a first impression and/or build on the relationship you've already established with the interviewer.

**Your thank-you letter should be emailed, faxed or dropped off with-in 24 hours of your interview. Don't delay!**

Be sure to send a separate and distinctive letter to each person you met with.

The letter should be in a professional, business format. Below is a four-part structure that should be your letter:

1. Tell the interviewer how much you enjoyed meeting him or her.
2. Express your enthusiasm for the company and position by reiterating specific selling points that were discussed in the interview.
3. Explain why you are an excellent candidate by drawing upon achievements from your prior experiences and making parallels where applicable.
4. If there were questions you didn't feel were answered adequately in the interview definitely take this time to make yourself clear or to address hesitations the employer may have in moving forward in the interviewing process.

**Remember, it is very important to sound genuine and sincere.**