



The Job Interview

When was the last time you went for a job interview? I will bet it has been ten or fifteen years. Being interviewed is a skill that you must develop if you want to be successful.

The more interviews you go to the easier it will become. You will meet good interviewers as well as bad ones and the funny thing is they might just be as nervous as you are!. If the interviewer does not ask the right questions you should be prepared to take the initiative and make opportunities to provide them with the most important information about you. Be prepared to tell them about the skills you have that make you a good candidate for this job.

I could say don't be nervous but that is a redundant statement even the most experienced interviewers get the jitters. One thing I do know the more you know about the job the better you prepare for the interview you will reduce your apprehension about being interviewed.

Some Interview Tips

- .. Find out about the company before the interview.
- .. Dress appropriately. Wear clothes that relate to the job you want. No denim.
- .. Take along 2 copies of your resume, letters of recommendation and training or other certificates related to the job.
- .. Arrive 10-15 minutes ahead of time. Find out beforehand exact directions and how long the trip will take.
- .. Do not smoke or chew gum.
- .. Greet the interviewer cheerfully and politely.
- .. Be natural. Answer questions with logic, confidence and accuracy
- .. Have clearly in mind what you think you have to offer an employer.
- .. Ask about a specific job or jobs. Applicants appearing eager to do "anything" may do nothing very well.
- .. If you feel nervous, breathe slowly and deeply, speak loudly and clearly enough to be easily heard. Do not rattle on endlessly.
- .. Be alert for signs from the employer that the interview should end. Thank the employer for the time spent with you and request their business card.
- .. Once the interview is over, leave promptly with a good-natures courteous farewell.
- .. Send the employer a thank-you letter
- .. Follow-up or Call back within a week of the interview.

• Discuss wages, hours and benefits only after the job is offered to you.

If you feel the interview was not successful don't be discouraged. Learn from the experience keep trying to improve, learning with each new experience.

After the interview Evaluate Your Performance, take time to assess your performance to help you learn from it. Ask yourself the following questions:

- Was I prepared?
- Did I know enough about the company and the job?
- Did I present myself well?
- Did I use every opportunity to sell myself to the employer?
- Did I talk too much? Not enough?
- Did I appear relaxed and confident?

SECRETS OF INTERVIEWING

Tell me about yourself?

I am dependable and a quick learner. I have two years' experience as an analyst. I'm looking for a company that will give me an opportunity to use my skills while helping the company achieve its goals

Where do you see yourself one year from now, or what are your career goals?

After a year with the company, I'll probably be looking for additional responsibility because I'm a person who enjoys a challenge. I would like to be paid accordingly for that responsibility but, most importantly, I'm looking for company I can be with for years to come.

What do you expect from a job?

I expect to be given respect as an employee and as a person. I like to feel appreciated when a job is well done.

What is your best quality, or what is your greatest asset?

Use a quality that would be beneficial to the employer for this job. For instance, if it's a management position, your best quality could be "motivating others" "delegating" or "being fair." If you're applying for a receptionist position, your answer could be "my telephone skills" or "a warm and patient personality"

What is a quality you need to develop, or what is your worst quality?

This question calls for a positive negative:

"I'm a perfectionist. Always want things done perfectly, although I realize I have to allow others to make mistakes"

"I'm always early for appointments instead of just being on time, and sometimes people aren't prepared,"

What would you consider an ideal job for you?

"My ideal job would be a position where I feel I am contributing and productive, and where I'd be learning new things about my job and the company"

Give two reasons why I should hire you.

Employers want to hear words such as loyal, dependable, team player, efficient, dedicated, organized, effective.

I could increase company profit and productivity in six months with my production scheduling experience and management skills.

What do you know about our company? What can you do for us?

Do your homework. Make an effort, even if you have to do it in the waiting room by asking the receptionist questions such as "How many employees does the company have?" "How long has the company been in business?"

I'm eager to learn more, but I do know the company was founded in 1946 by the Saunders family, that you now have three divisions in two states, that you have more than 6,000 employees, and that you pride yourselves on service. Providing top-notch service is certainly part of my philosophy, and that's one of the reasons I feel I will fit in well here"

What kind of salary are you looking for?

I have been interviewing for positions ranging between \$_____ and \$_____. However, finding the right company is really most important to me, because I plan to be with that company a long time.

Or:

I'm currently at \$_____, so I'd like to at least make a lateral move. Finding the right company for my future, however, is what is most important to me.

Would you consider less?

When are your salary reviews?

Or

What figure did you have in mind?

Or:

A lot depends on your benefit package. Could you explain that to me?

What have you done that shows initiative?

I read the computer tutorial and documentation at home and taught myself the new software package the company just purchased.

Who has influenced your life?

Armand Hammer, the industrialist, has set an example for me. He not only made a fortune through brilliant business deals, he also influenced our world through diplomacy. I didn't always agree with his beliefs, but I do admire the way he worked to make the world a better place for all people.

How do you define success?

Success to me is doing exactly what make me happy.

Success is feeling good about myself.

Success is setting personal goals and attaining them.

What major problems have you faced in your career, and how have you solved them?

I worked with someone who had different principles and standards, and I learned that sometimes you have to walk away from a situation in order to grow personally. This was especially tough for me, because I'm usually persistent and very loyal.

Which is more important to you: the money or the type of job?

Straddle this one:

Both, to a degree. If I'm not happy doing a particular job, then no amount of money would be sufficient. If, however, the money is right but I'm bored or just not feeling good about myself, then the money doesn't matter in the long run.

Why have you held so many (or so few) jobs in the past six years?

I know it may look like I'm a job hopper, but there were a lot of circumstances beyond my control. The most important thing for me right now professionally is stability in both the company and my position.

What did you like most about your last job?

I enjoy paying attention to detail, the fast pace and the team atmosphere.

What did you like Least about your last job?

It's more than 20 miles from my home.

There wasn't enough work to keep me busy.

Insecurity or new future.

What did you like most about your last manager?

She was very challenging.

What did you like least about your last manager?

I would have liked more feedback on the job I was doing.

Why did you leave?

Consider:

I felt I had stagnated professionally and after discussing the situation with my boss, we both felt I would have more opportunity with another company. It was a mutual parting.

POSSIBLE QUESTIONS ASKED DURING AN INTERVIEW

1. Tell me about yourself.
2. Tell me about the responsibilities of your last job.
3. If I called your last employer, what do you think they would say about you?
4. Why did you leave your last job?
5. Where do you see yourself after five years with this company?
6. What are your strengths?
7. What are your weaknesses?
8. You don't have much experience (or a steady work record). Why should I take you on?
9. What are your future vocational (work) plans?
10. What kinds of things do you do in your spare time?
11. What are your hobbies?
12. What type of position are you most interested in?
13. Why do you think you might want to work for our company?
14. What jobs have you had? How were they obtained? Why did you leave?
15. What do you know about our company?
16. What qualifications do you have to offer our company?
17. What are your ideas on salary?
18. Are you willing to travel or relocate if necessary?
19. How much money do you hope to earn?
20. What do you think predetermines a person's progress in a new company?
21. What personal characteristics are required for success in your chosen field?
22. Why do you think you would like this particular job?
23. Are you looking for a permanent or temporary job?
24. Do you prefer to work with others or by yourself?
25. What kind of boss do you prefer?
26. Are you interested in money or self-satisfaction in the job?
27. Who has had the most influence on you and why?

28. How did your previous employers treat you?
29. What have you learned from some of the jobs you have had?
30. Would past employers be willing to recommend you?
31. Why should I hire you?
32. What did you like about your last job?
33. What was your worst supervisor like?
34. What is the most difficult decision you have made lately?
35. If a job could be tailor made for you, what would it involve?
36. Have you ever taken a leadership role or been part of an organizing team?
37. Describe a stressful situation you have been in recently and how you handled it?
38. Describe something you have read recently and what you enjoyed about it.
39. Are you prepared to continue your education in the evening in areas related to this position?
40. What would you do if.....? (These are situational questions asked by the interviewer.)
41. What kind of people do you like working with?
42. What kind of people do you find most difficult to work with? Why?
43. Do you prefer to work alone or in groups?
44. Can you give an example or two of your ability to supervise or manage other?
45. What are some things you would like to avoid in a job? Why?
46. In your previous job, what kind of pressures did you encounter?
47. What are some of the things in your job you feel you have done particularly well or in which you have achieved the greatest success? Why do you feel this way?
48. What were some of the things about your last job that you found difficult to do?
49. If you are employed, what are some of the reasons that are prompting you to consider leaving your present job?
50. What is it that you are looking for in a company?
51. What salary expectations do you have now? Five years from now?
52. What do you feel might be some of the good qualities or traits you possess?
53. How about the other side of the coin? Apart from knowledge or experience, what traits or qualities do you

feel could be strengthened or improved upon?

54. Do you consider yourself a self-starter? If so, explain why.

55. What would you consider to be your greatest achievement to date? Why?

56. How do you feel about working long hours? Weekends?

57. How good a communicator are you?

You should also follow up with a thank you letter.