

# It's Time to Interview!

For most fields, without an interview you will not get the job. Therefore, you need effective interviewing skills. You don't just want to show you can do the job well, but that you can do it BETTER than anyone else.

## **STEP 1: Know Your Target**

- Find out about the company
  - Go to their website, facebook page, twitter account, etc.
  - Search the company's name (find articles, pictures, reviews that give a sense of who they are)
  - Go to the company and talk to people
- Take notes on your findings

## **STEP 2: Know Yourself**

- What are your most important skills (as they relate to this job)?
- Practice answering questions (see page 2)
- Create your own questions for the employer

## **STEP 3: Dress and Act for Success**

- Dress professionally
- Be prepared with your documents
- Arrive early and give a strong first impression

## **STEP 4: Follow-up**

- Send a thank you letter
- Decide if job is right for you
- Follow-up if you have not heard from employer within a week

## **STEP 2: Know Yourself**

1. Write a list of your **five** most important skills

2. Choose **five** of the following questions and answer each fully, in 4-5 sentences.

- Tell me about yourself.
- What were your responsibilities at your last job (or at school, if this is your first job)?
- What major challenges and problems did you face? How did you handle them?
- What was the biggest accomplishment/failure in this position?
- What was it like working for your supervisor? What were his or her strengths and shortcomings?
- What do you consider to be your greatest strengths? Your greatest weaknesses?
- What have you learned from your mistakes?
- Why are you leaving your job?
- What have you been doing since your last job?
- Where do you see yourself in five years?
- Why should we hire you?
- Why do you want to work here?
- What motivates you?
- How do you prioritize tasks?
- Do you prefer to work by yourself or within a group?
- What do you think it takes to be successful in our company?
- How would you define the word 'success'?
- Are you willing to relocate? Travel?
- Tell me about a situation where you had to learn something new in a short time.
- Tell me about a time when you worked with a person who did things very differently from you. How did you get the job done?
- Give an example of when your persistence had the biggest payoff?

3. **Choose three questions to ask the employer and write two of your own.**

- Describe a typical day on the job.
- What do you see as the greatest challenge in this position?
- What are the company's plans for future growth?
- How do you view this organization as a place to work?
- How are employees evaluated and promoted?
- What types of training programs do you have for new employees?
- How much freedom and responsibility do new employees have?
- How long do people normally stay in this position?
- What opportunities exist for professional growth?