

Interview Questions

Before an interview, think about how you'd answer the questions below. If possible, have someone play the part of the employer and role play the interview.

Why are you interested in working here?

Have a short answer that shows how your interests and/or skills fit the job you're applying for.

What are your major strengths?

Focus on any strengths you have that would be assets for the job you are interviewing for. If you find this question difficult to answer, start off with *"I've been told that I have a talent for..."*

What are your major weaknesses?

When asked about weaknesses, come up with something that can be seen as a positive. For example, *"I enjoy meeting new people and I sometimes spend more time than I should talking to customers."*

Why did you leave your last job?

Be honest, brief, and positive.

Is there anything else you would like to tell me about yourself?

Have something short and positive about yourself that you can add.

Why should I hire you?

Talk about what you can bring to the job and how you can help their business or company.

The day after your interview, write a thank you note. In this note, thank the interviewer for his/her time, and again mention a few of the reasons why you would be a good choice for the job. Ask someone to proofread your thank you note to make sure it's error-free.



Interview Don'ts

Little things can jeopardize your chances of getting a job. When you have a job interview, put your best foot forward, and also be aware of the things you shouldn't do.

- ▶ Don't be late.
- ▶ Don't bring anyone with you to the interview.
- ▶ Don't wear jeans, flip flops, T-shirts, too much perfume/cologne, flashy clothes, or too much jewelry. Dress like the people who work there.
- ▶ Don't discuss religion or politics.
- ▶ Don't give false information.
- ▶ Don't ask the interviewer personal questions.
- ▶ Don't say anything negative about a previous job or employer.
- ▶ Don't bring a backpack, over-sized purse, or water bottle with you.
- ▶ Don't chew gum or fidget.
- ▶ Don't ask about pay, vacations, or bonuses until you're offered the job.

You never get a second chance to make a first impression.

Interviewing for a Job



Job Skills and Strategies

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Interviewing for a Job

An interview is a way for an employer to learn about you and your qualifications. An interview also gives you the opportunity to learn more about the job you are applying for.

During a job interview, an employer is trying to determine the following:

- ▶ Do you have the necessary skills and abilities for the job?
- ▶ Will you come to work every day, and be there on time?
- ▶ Are you honest, hard-working, and reliable?
- ▶ Will you be easy to get along with?
- ▶ Will you stay for a reasonable length of time?



Prepare for Your Interview

Learn about the company or business.

Check out the company's website to learn about their products and services. Find out how long the company has been in business, their size, and what they're best known for. Having this information will help you ask and answer questions during an interview.



Think of ways in which you can "sell yourself."

- ▶ When an interviewer says, "tell me a little bit about yourself," be ready. Have a one-minute speech about yourself already prepared.
- ▶ Determine how your talents, skills, and experiences make you a good candidate for a specific job. Be able to communicate this clearly and concisely.
- ▶ If your education or employment record has something that could be seen as negative, figure out how you can present it in a positive light. For example, talk about how much you learned from a situation or experience.
- ▶ Be ready to talk about your education, interests, previous job experiences (paid and unpaid), goals, strengths, and weaknesses.

Prepare a few questions for the interviewer.

Asking intelligent questions can be very impressive. You could, for example, ask about the training or the advancement opportunities. Asking questions is also a good way for you to find out if a job is right for you.

Interview Tips

- ▶ Dress appropriately and wear clean clothes that fit properly.
- ▶ Arrive 5-10 minutes early. Turn off your cell phone.
- ▶ Bring copies of your resume and references in a folder or binder. Also bring a pen and paper.
- ▶ Be courteous and friendly to everyone you meet.
- ▶ Sit up straight, make eye contact, and show genuine interest. Be relaxed, confident, and respectful.



- ▶ Emphasize that you are eager to learn and willing to work hard. Show enthusiasm for the job.
- ▶ Keep your answers to questions brief and positive.
- ▶ If you want the job, tell the interviewer.
- ▶ At the end of the interview, ask, "Is there anything else you need from me?" and "When do you think you will make a hiring decision?"
- ▶ Thank the interviewer for giving you the opportunity to interview for the job.
- ▶ If possible, get the interviewer's business card. This will give you the information you need to write a thank you note.