

Common Questions asked During an Interview

1. Tell us about yourself.
2. What do you know about this company?
3. Why have you had several jobs in a short period of time?
4. Why should we hire you?
5. What would you say is your greatest accomplishment?
6. Have you ever supervised employees?
7. Do you get angry easily?
8. How do you handle stress?
9. Do you work well under pressure?
10. What is your experience working with minority students?
11. How well do you know this community and the resources available? Give us an example.
12. What is your philosophy of management?
13. How would your co-workers, students, describe you?
14. Give me an example of your leadership style?
15. In what ways do you think that you can make your biggest contributions to this company?
16. What is the most difficult assignment you have had?
17. Would it bother you to fire anyone?
18. What motivates you? How do you motivate others?
19. Give us an example of your strengths?
20. Do you have any questions?

Do's and Don'ts for Successful Interviews

<ul style="list-style-type: none"> • Do maintain your poise: practice answering common questions, saying them aloud on your own or with a friend, and have examples of your work on your mind to avoid getting too nervous. <i>Remember a manageable amount of stress pre-and during an interview is normal and may even keep you more focused.</i> 	<ul style="list-style-type: none"> • Don't act nervous. Don't chew your nails, toy with anything, clear your throat often, put your hands in your pockets, freeze, become tense, or emotional.
<ul style="list-style-type: none"> • Do research and demonstrate that you have knowledge of the employer and the position. Write down any questions you may have and ask them at the end of the interview. 	<ul style="list-style-type: none"> • Don't go to the interview unprepared without knowledge of the position's duties and responsibilities, and at least a general idea of the employer (websites are a great way to find out more!)
<ul style="list-style-type: none"> • Do answer questions honestly and straight forwardly. 	<ul style="list-style-type: none"> • Don't exaggerate your abilities, hedge in, or lie. Don't make elaborate promises or be a person that can do anything.
<ul style="list-style-type: none"> • Do use correct grammar and speak up. 	<ul style="list-style-type: none"> • Don't use slang or profanity even if the interviewer does, and don't mumble.
<ul style="list-style-type: none"> • Do be optimistic and positive in your attitude and responses. 	<ul style="list-style-type: none"> • Don't be negative. Don't say anything about former employers, supervisors, or teachers. Don't criticize yourself or apologize for your age.
<ul style="list-style-type: none"> • Do smile. Have an enthusiastic attitude. 	<ul style="list-style-type: none"> • Don't try to be funny. A job interview is serious business.
<ul style="list-style-type: none"> • Do, when possible, present informative credentials. 	<ul style="list-style-type: none"> • Don't discuss past experience that has no bearing on the job.
<ul style="list-style-type: none"> • Do talk up your good points. 	<ul style="list-style-type: none"> • Don't focus on your negative points.
<ul style="list-style-type: none"> • Do provide concrete examples of your work experience, responsibilities and duties. 	<ul style="list-style-type: none"> • Don't just describe yourself with adjectives and generalities without getting specific
<ul style="list-style-type: none"> • Do use the employer's name often in conversation. 	<ul style="list-style-type: none"> • Don't pronounce it incorrectly.
<ul style="list-style-type: none"> • Do indicate flexibility and willingness to learn. 	<ul style="list-style-type: none"> • Don't downplay education or apologize for lack of experience.

<ul style="list-style-type: none"> • Do indicate, where possible, your stability, attendance, and safety record. 	<ul style="list-style-type: none"> • Don't discuss past medical problems, old injuries, or problems unless you have no other choice.
<ul style="list-style-type: none"> • Do stress your qualifications for the job. 	<ul style="list-style-type: none"> • Do not discuss your personal, financial, or domestic situations. Don't stress your need for a job.
<ul style="list-style-type: none"> • Do be confident. 	<ul style="list-style-type: none"> • Don't forget that each of us has challenges.

Interviewing Techniques

The employment interview serves three purposes. First, the employer has the opportunity, during the interview, to evaluate your qualifications, appearance, and general fitness for the job openings. Second, it allows you to present your qualifications and what you will bring to the position.

Thirdly, you are given the opportunity to assess the job, the employees, and the organization and determine where the job meets your career needs and interest as well as determine whether you want to work with the organization and the staff.

We hope the following suggestions will help you.

- ❖ Learn all you can about the company: product or services provided kinds of jobs available, business hours and days of operation, and hiring policies and practices, mission statement, goals, and objectives.
- ❖ Assemble all the information and papers you will need to take with you: your resume or work records with names of employers and dates of employment.
- ❖ Be prepared to furnish references (no family members) by name, address, phone number, and business affiliation, if is very important to ask these people if you many use their names before your job interview. References should be people who are acquainted with your work and your character (for instance, your instructor).
- ❖ Know why you want this particular job and why you want to work for this employer (reasons why the position is a good fit for you).
- ❖ Know what you have to offer. For example, what training you have had (work history, courses, education), what you have done, what you can do, and personal character strengths you bring to the position.
- ❖ Never take anyone with you to the interview. Do not have someone wait in the reception area or park directly in the vicinity.

- ❖ Allow for as much uninterrupted time as the interview may require (For example, do not park your car on a limited time meter or schedule appointments that may overlap with the interview).
- ❖ Learn the area salary scale for the job you are seeking (do not inquire until employment has been offered).
- ❖ Conservative dress, not too formal and not too informal, is recommended for any job interview.
- ❖ Neatness in grooming is essential.
- ❖ Be natural. When invited to sit down, sit comfortably without slouching.
- ❖ Be pleasant and friendly but professional.
- ❖ Let the employer control the interview. Give frank answers. Be brief. Do not ramble. Avoid opinionated statements.
- ❖ In discussing previous employment and work situations, avoid criticizing former employers or fellow workers. For instance, never refer to your old boss as a jerk or psycho.
- ❖ Keep your personal, domestic, or financial problems out of the conversation unless specifically asked about them. For instance, don't talk about your debts if you get the job.
- ❖ Prepare thoughtful questions about the position that you can ask at the end of the interview when prompted. This is a great time to show that you have done your homework and researched the employer and reviewed the job description thoroughly.
- ❖ Stress our qualifications without exaggeration. The employer's questions or statements will indicate the type of person he/she is seeking. Use these clues in presenting your qualifications. For example, if you are being interviewed for a clerical job and the employer mentions that this job will require some public contact work, use the clue to emphasize any work, vocational experience, or course you have had involving public/customer service.
- ❖ Present your resume, work records, references, personal data, work samples, letters of recommendation, or other materials to support your statements when the employer requests them for instance, present your material in a portfolio.
- ❖ Be prepared to state the salary you want, but not until the employer introduces the subject. Be realistic in discussing salary.
- ❖ Thank the employer for the interview. Inquire about when a decision will be reached, when you may do follow-up, or if the employer will do the follow-up. Make sure to give a correct phone number, or message phone number, where you can be contacted.

Throughout your career span you will probably have a number of employment interviews. Each interview can be a learning process where you can improve your techniques on presenting your qualifications. Departing from the interview, review what was said and the employer's reaction to your approach. You might ask yourself these questions.

- What points did I make that seemed of interest?
- Did I pass up any clues that gave me opportunities to sell myself?
- Did I present my qualifications to the best advantage?
- Did I talk too much? Or too little?
- Was I too tense? Too aggressive? Or too timid?
- Did I interview the employer rather than permit him to interview me?
- How can I improve for my next job interview?