

Interviews

Key points to remember to be successful in the interview process:

- Establish a sense of rapport with the interviewer. You both want the same thing—to see if the position is a good match for you.
- Convey your agenda: three or four key selling points of why you are good for that position.
- Give examples to demonstrate each of those selling points.
- Frame whatever you say positively, even if asked negatively ("What did you like least about your previous work as a ____?").
- Be honest with yourself and the interviewer. You don't want to talk your way into the wrong position.
- Do communicate to the interviewer that you really want the position (and why) and that there is an excellent chance you would accept their offer (if this is true).
- Be prepared for questions you hope they won't ask. Be matter-of-fact in your responses, not defensive.
- Put yourself in the interviewer's shoes. Think about what might concern the interviewer about you and what you can do for the company.
- Have several good questions to ask the interviewer.
- Be sensitive to cultural differences if you are interviewing with a firm from a country of which you are not a native.
- Practice, practice, practice!

Potential interview questions, take time to review and answer these questions before your interview.**Give it some thought and be clear with your answers.**

- Can you tell us a little about yourself?
- What is the most difficult adjustment you have ever had to make?
- What kind of work do you like to do?
- If you had a dispute with a co-worker, how would you handle it?
- What extra-curricular activities did you participate in at school, and how do you spend your free time?
- What jobs have you had and why did you leave?
- What examples can you give me that reflect your ability to apply good judgment in a challenging situation?
- How do you feel about working overtime?
- What salary do you expect?
- Give me an example of something you had to learn that was difficult.
- On a scale from 1-5 (one being the lowest) how do you rate your communication skills?
- If you found out that one of your co-workers was doing something dishonest, what would you do?
- What is one thing about yourself that you would most like to change?
- Why do you think you are a good fit for this position?
- If I had three people in here that you consider to know you best, how would they describe you?
- What are one or two areas in which you think you could improve your performance?
- Of what accomplishments in your life are you most proud?

Often during the interview process you will have a chance to ask a few questions of your own. Be sure you don't appear too focused on the pay, bonuses, holidays or other perks of the job. Pick a few questions from the list below.

Questions for you to ask the interviewer:

- About this opening
 - How long has this position been open
 - What is your timeframe for filling this position
 - How many employees have held this position in the past 5 years
 - How would you describe your ideal candidate for this position
 - Is this a new position that has been created, and if so, why
- About your supervisor
 - If hired, who would I report to
 - What is the supervisor's management style
 - How would I get feedback on my performance
 - If hired, what opportunities exist for advancement from this position
- About the job
 - What are the expected hours for the position
 - Describe a typical work day at the company
 - What are the specific day to day responsibilities for this position
 - What is the scheduling process
 - How often are performance reviews conducted and what is the process
 - What does the position pay, is it hourly or salary and are their benefits
 - What is the policy on overtime
 - Is there specific training required for the position
- About the company
 - Has the company had any layoffs in the last few years
 - What challenges has the company overcome in the past
 - What are the organization's strengths
 - What are the current challenges that the company faces
 - Would you give a brief tour of the facility
- About your interviewer
 - How long have you been with the company
 - On average, how long do most employees stay
 - What is your favorite thing about working here
 - Would you say employees are treated fairly and are happy working here
- About you at the company
 - What does the company value the most in an employee
 - What are some things I can do to make an impact in the first 90 days of employment
 - What personality traits do you consider critical for this position
 - What would be my primary challenge, if hired for this position
 - What did you like most about the person who held this position before
 - What would you like done differently by the next person that fills this position
 - Do you have any concerns about my ability to perform this job