



## 5 THINGS TO DO BEFORE AN INTERVIEW:



Research the company.



Dress professional and conservative.



Arrive early, plan for traffic or other delays.



Keep fragrance to minimum. Remember most facilities are smoke free.



Review questions the interviewer might ask and have answers prepared. *(See other side)*

## 5 THINGS TO DO DURING AN INTERVIEW:



Get rid of any gum or candy from your mouth.



Warm smile and firm handshake.



Have good eye contact and stay engaged.



Ask 3-5 questions about the company or position. *(See below)*



Thank them for their time at the end of the interview.

## 7 QUESTIONS TO ASK DURING AN INTERVIEW:

1

What skills and experience would make an ideal candidate?

2

How would you describe the duties of the position?

3

What are the biggest challenges that someone in this position might face?

4

How would you describe the work culture here?

5

Can you tell me about the team I'll be working with?

6

What are the prospects for advancement or professional development in the company?

7

When can I expect to hear from you?

# INTERVIEW QUESTIONS AND HOW TO ANSWER THEM:

**1** Can you tell me a little about yourself?

Don't tell your whole work/person history. Give a pitch, one that shows exactly why you are right for the job with 2-3 accomplishments.

**2** Why did you leave your last job?

Try to stay positive. Show that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position.

**3** What are your strengths?

Be relevant, accurate and specific. Then follow up with examples.

**4** What is your weakness?

They are gauging your self-awareness and honesty. Give a balance by thinking of something that you struggle with but that you're working to improve.

**5** Why should we hire you?

Show that you can not only do the work, you can deliver great results; that you'll really fit in with the team and culture; and that you'd be a better hire than any of the other candidates.

**6** Why have you been unemployed for a long time?

Be direct and to the point, but show any activity you have had during the time (volunteering, taking a course to improve skills, etc.).

Tell me about your ability to work under pressure.

**7**

Show the experiences where you have thrived under pressure or where you have achieved great results.

What do you know about our company?

**8**

Show that you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal.

Do you have any questions for me?

**9**

Write down questions as you research the company in preparation of the interview. Write down the responses as they are answered.

Are you a team player?

**10**

Always answer with a yes. Have instances where you met deadlines as a part of a team.

Why do you think you would do well at this job?

**11**

Highlight skill sets and experiences from your last workplace or other situations that show them you will be the right person for the job.

What would your previous supervisor say about you?

**12**

Bring letters of recommendation, mention situations where you were praised at your former workplace by a supervisor.