

Interview Tips

Plan ahead.

Do a little homework before your interview. Research the company and the position. If possible, research the people you will meet with at the interview. Review your work experience. Be ready to support past career accomplishments with specific information targeted toward the company's needs.

Role play.

Once you finish researching and studying, role-play your responses to commonly-asked interview questions.

Use eye contact.

Maintaining eye contact with your interviewer shows your sincerity and interest in the job.

Be positive.

Avoid negative comments about past employers.

Adapt to your interviewer.

Listen and adapt to the style of the interviewer and the environment. If you pay attention to details of how people are dressed, office furniture, and general décor, you will find helpful clues to assist you in tailoring your presentation.

Relate to the company.

Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.

Ask questions.

Encourage the interviewer to share information about his or her company. Demonstrate your interest by coming prepared with your own questions about the company and the position.

Practice your handshake.

A proper handshake should be firm, but not too hard. Avoid grabbing too early so that you only make contact with fingers instead of the palm, and avoid squeezing too forcefully (you don't want to crush the other person's hand).

Exude confidence.

Perception is reality. If you enter the interview feeling confident and self-assured, the people around you are likely to perceive those same qualities in you.

Dress for success.

Keep in mind that business-causal is just a comfortably relaxed version of classic work wear, with no sacrifice to professionalism.

Commonly-Asked Interview Questions

What are your short- and long-range objectives?

Why are you leaving your present position?

What can you do for us that someone else cannot do?

Why should we hire you?

What is your philosophy of management?

Do you prefer staff or line work? Why?

What kind of salary are you worth?

What are/were your five biggest accomplishments in your current/last job?

What have been your five biggest accomplishments in your career so far?

How long would it take you to make a contribution to our firm?

How long would you stay with us?

What is your biggest strength and your biggest weakness?

If you could start your career over again, what would you do differently?

Are you creative? Give an example.

Are you a good manager? Give an example.

How would you describe your personality?

Have you helped increase sales? How?

Have you helped reduce costs? How?

What do your subordinates think of you?

Have you fired people before?

Have you hired people before? What do you look for?

Why do you want to work for us?

What other types of jobs are you considering? What companies?

Tell me about yourself.

Tell me about your current position.

What do you enjoy most and least about your current position?

What would you change about your current position?

Of your previous positions, which did you like the most and which least? Why?

Describe any instance from your work experience that you feel is an example of good work on your part. How did you handle it?

Describe any instance from your work experience where you feel you made an error.

What experiences in your past job(s) do you feel would be helpful to you if you were hired as a (insert open job title)?

Where would you like to be with your career in 5 or 10 years?

For which aspect(s) of this position do you feel you would require additional training for you to become effective?

Under what conditions do you work the best?

Describe your most rewarding experience.

Do you plan to continue your education at any time in the future? In what area of study?

What do people seem to like the most about you?

What do you know about (insert company name)?

In what kind of work environment are you most comfortable?

How would you describe the ideal position for you?

What equipment have you been trained to operate? Do you have any computer experience?

How do you deal with changes?

How do you plan your daily activities?

Describe a situation where you had to adapt to a new/different environment.

What is your minimum salary requirement?

Is there anything else you would like to tell me?