**SUCCESSFUL INTERVIEWING**

1. **PURPOSE**
2. Employer’s Purpose
3. Would you be a motivated employee?
4. Can you perform the job?
5. Will you fit into the company and job?
6. Your Purpose
7. To sell yourself to an employer and get the job!
8. To find out if this is the position that is right for you.
9. **PREPARATION**
10. Know yourself
11. Skills – what you can do.
12. Interests – what you like to do.
13. Values – what is important to you.
14. Be knowledgeable about the industry, company, job and interview situation
15. Do your homework.
16. Gather information before you can go to the interview.
17. Preparation for the actual interview process
18. Prepare to “sell yourself” – know the product -YPU!
19. Prepare answers to commonly asked questions.
20. Practice out loud, preferably with another person.
21. Be organized
22. Know when and where you are going and arrive early.
23. Take necessary documentation: resume copies, application addresses and phone numbers, list of references, and a portfolio when applicable.
24. **APPEARANCE**
25. Dress appropriately for the position you are seeking following company/industry guidelines for dress.
26. Dress conservatively including clothes, shoes, and accessories.
27. Hands and hair should be neat and clean. Shoes are very important – polish and clean!!
28. Practice good posture, carriage and HANDSHAKE.
29. **ATTITUDE**
30. Show enthusiasm, initiative, motivation and assertiveness.
31. Remember to make eye contact and smile.
32. It is ok to be nervous – be positive.
33. **COMMUNICATION SKILLS**
34. Review your non-verbal skills (eye contact, facial expression, posture, voice, gestures).
35. Everyone you meet is important including while you are waiting.
36. Shake hands and speak clearly and concisely.
37. Ask for clarification when necessary.
38. **ANSWERING QUESTIONS**
39. Promote what you can do for them.
40. Use examples instead of speaking in generalities.
41. Avoid lengthy answers.
42. Relate your answers to the job and the company.
43. Be prepared for “difficult” questions, sensitive questions to you – script out your answer and practice.
44. **QUESTIONS**
45. Questions THEY may ask YOU:
46. Tell me something about yourself?
47. Why should we hire you?
48. What are your greatest strengths? Your biggest weakness?
49. Why did you leave your last job?
50. Give me an example of how you have worked effectively as a team member?
51. Questions YOU may ask THEM:
52. Would you describe a typical workday and the thing I would be doing?
53. What training would be provides? What are the goals for the year?
54. **WRITE A THANK YOU NOTE**
55. Be sure to get business cards from everyone if possible.
56. Send a written note after the interview.
57. Note should thank interviewer for the time, list one of your job-related qualities and express your interest.

**PERSONAL ATRIBUTES**

Work well with people

Bottom-line, results oriented

Dependable

Reliable

Responsible

Hardworking

Good communicator

Energetic

Follow instructions well

Friendly

Tenacious

Efficient

Highly organized

Flexible

Enthusiastic

Professional

Thorough

Fast learner

Self-disciplined

Work well under pressure

Conscientious

Cooperative

Work well independently

Trouble shooter

Motivating

Source of innovative ideas

Risk taker

Entrepreneurial

Problem solver

Calm under pressure

Bring in-depth technical knowledge

Fluent in foreign language

Developed materials

Trained others, taught others

Self-starter

Hardworking achiever

Gives 100%

Operations orientated

Public speaking experience

Simplify complex problems

Streamline operations

Utilize time management

Diplomatic in difficult situations

Work independently or as a part of a team

Team player

Diversified experience

Proven track record of success

Formulated policy

Analyze situations rapidly

Set goals, establish controls, and follow up

Broad administrative skills

Ethics and character of the highest caliber

Persuade others

Formulated new policies

Well educated

**TOP STRENGTHS**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
9. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
11. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
12. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
13. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
14. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
15. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
16. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
17. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
18. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
19. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
20. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NON-VERBAL ASSERTIVENESS RATING**

**EYE CONTACT**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**BODY POSTURE**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**DISTANCE/ PHYSICAL CONTACT**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**GESTURES**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**FACIAL EXPRESSION**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**VOICE, TONE, INFLECTION, VOLUME**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**FLUENCY**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**TIMING**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**LISTENING**

|  |  |  |
| --- | --- | --- |
| I NEED WORK | I’M OK | I’M EXCELLENT |

**INTERVIEW QUESTIONS**

**Tell me a little about yourself.**

**What interests you about this position?**

**How have your educational and work experiences prepared you for this position?**

**What are your three key strengths?**

**What goals have you set for yourself?**

**What is a weakness of yours?**

**What is your most significant accomplishment to date?**

**Why do you want to work here?**

**Give me an example of a problem you solved and the process you used.**

**What types of situations put you under pressure, and how do you deal with pressure?**

**Do you prefer working with others or by yourself?**

**Where do you see yourself in five years?**

**What are the things that motivate you?**

**If you were me, why would you hire me?**

**Do you have any questions for me?**

**What would you like to see accomplished in this job?**

**Why has this company been so successful?**

**What will my duties be in this position?**

**What created the need for this position?**

**Does the company have a policy of promoting from within?**

**What kind of training does your company offer?**

**SELL YOURSELF, BE POSITIVE, THEY NEED YOU!**