Questions to prepare for your interview.
Pre-Interview Checklist

Attitude

- I am thinking positive
- I know what I can offer this company
- Physical Appearance
  - My dress is professional and clean
  - I have dressed one step above the position
  - I am aware of the POWER of FIRST impressions
- My hair is brushed
- My breath is fresh
- I smell clean
Materials

- I have copies of my resume
- I have completed the application
- I have a PEN
- I am prepared with QUESTIONS
Time

- I am EARLY

Don’t be LATE
What determines SUCCESS in an interview?

- Responsiveness: 35%
- Packaging: 45%
- Experience: 10%
- Miscellaneous: 10%
Introduction

- Use the interviewers NAME
- Shake hands
- Introduce yourself
- Offer your resume and or application
Closing

- Use the interviewers NAME
- THANK the interviewer
- Shake hands
- Use a strong closing: “I look forward to hearing from you soon.”

Video Link
This question is generally asked to start the interview. It is a way for the interviewer to briefly get your background information as well as to judge your general appearance and response time.
Prepare a 60 second commercial

- Your Name
- Where you go to high school
- Your grade level (Sophomore, Junior, Senior)
- Any school activities you are involved in
- Previous work experience
- Any extra training you have
- Why you are interested in the position
- Why you are interested in the position
“My name is Jacquie Privitera. I attended Fredonia State University in Fredonia, New York where my majors were psychology and sociology. Previously, I worked for the New York State Department of Labor as an Employment Counselor and for Remington College in Houston as the Director of Career Services. I also received managerial training while at Remington College. I am very interested in this position and I believe I would be a fantastic fit considering my education and experience.”
Why did you choose to interview for this position?

You need to know about the position that you are applying for.
What do you know about this company?

Make sure you do some research about the company. It is expected that when you go into an interview you know some information about the company as a whole as well as information about the specific position.
Where do you see yourself in 5 years?

Be realistic. Employers use this to evaluate thought and response time, planning and poise. It also can be used to find loyalty in a future employee.
“I’m looking for a role with a company that I can grow with and continue to take on new challenges with over the next 5 years. I would love to take on more management responsibility as well. More importantly I want to work for a company where I can build a career.”
“I am driven to be the best at what I do and I want to work somewhere where I’ll have the opportunity to develop my skills, take on interesting projects and work with people I can really learn from.”
What are some of your strengths?

Prepare for this question. Know your strengths and practice delivering your strengths in a strong positive manner.
What accomplishments or strengths are you proudest of?

- Honest/Trustworthy
- Quick learner
- Team Player
- Reliable
- Likeable
- Positive Attitude
- Organized
- Detail-oriented
- Hard-working
- Good Communicator
- Creative
- Passionate about doing a good job
What is your biggest weakness?

We all have weaknesses, but we do not necessarily have to admit to them. The best way to approach this question is to start with a weakness and turn it into a strength.
“You may consider my lack of experience to be a weakness, but I disagree. Although, I may not have the experience that others applying for this position have; I am eager and easily trained. I am a fast learner and am constantly looking to improve on my skills. My lack of experience is the driving force behind my determination.”
“I used to have a hard time letting a project go or sharing a task with others because I was always convinced that I could do it all on my own and that asking for help was a sign of weakness. I’ve learned however to let that go and I’ve been working on trusting others and sharing the responsibility for projects and as a result have been able to accomplish some really incredible things.”
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How do you handle pressure?

The pace on most jobs moves very fast and multi-tasking is a necessity. Understand some key words that convey that you can handle stress in an appropriate and professional manner.
This is another question where your strengths come in to play. If you have already discussed your strengths in your interview, use examples from past employment.
Do you have any questions?

Have some questions prepared for in advance. This will show that you care about the position which you are applying for.
Do you have anything that you want to add for consideration?

This gives you another opportunity to brag on yourself. Highlight strengths, skills or other abilities that will help you perform in the position that you are applying for.
Inappropriate questions you should not be asked

Federal law makes it illegal for an employer to discriminate based on race, color, nationality, gender, age, disability or religion.

- Are you married, divorced, single?
- How old are you?
- Do you go to church?
- What political party do you support?
Possible Responses:

- My age is not an issue for my job performance in this position.
- That question makes me uncomfortable. I would rather not answer it.
# Practice Interview Checklist

<table>
<thead>
<tr>
<th>Did the applicant . . .</th>
<th>Needs Improvement</th>
<th>Good Job</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Smile?</td>
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<tr>
<td>Use an appropriate introduction?</td>
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<tr>
<td>Shake Hands?</td>
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<tr>
<td>Use the interviewer’s name?</td>
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<tr>
<td>Maintain appropriate eye contact?</td>
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<tr>
<td>Appear neat and clean?</td>
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<tr>
<td>Respond to questions?</td>
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<td>Exhibit enthusiasm about working?</td>
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<tr>
<td>Have a positive attitude?</td>
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**Comments:**
Follow-Up Letter

- A follow-up letter is a good idea after a job interview

- Write a brief letter thanking the interviewer for the opportunity to interview.

- You should do it immediately after the interview (within 24 hours)

- Express your enthusiasm about the position and the company.

- Recap your strengths and what you can bring to the company and request to meet with the interviewer again.
April 23, 2006

Mr. Dan D. Lyon
Human Resources Director
Technologies Inc.
Metropolis, Texas 70000

Dear Mr. Lyon:

Thank you for the opportunity to interview yesterday. I believe that my skills, determination and work ethic will greatly add to your team environment. If you have any questions that I may assist you in, please feel free to contact me. I look forward to working with you in the near future.

Sincerely,

Jane Doe

Jane Doe
1234 Road Avenue, Apartment 567
Metropolis, Texas 70000
(890)123-4567