

## ONE STOP CAREER CENTER INTERVIEWING FOR SUCCESS

### Types of Interviews

- **Telephone:** Usually a first interview where there are many applicants.
- **Single Interviewer:** One on one in an office or room.
- **Panel Interview:** More than three people asking you questions.
- **Hostile Interview:** The purpose is to see how you handle yourself.
- **Dinner/Lunch:** May be one or more representatives from the company eating with you. This type of interview is for management or upper level positions. It's not about the food

### Common Types of Interview Questions

- **Behavioral or Situational Questions:** In order to hear more than generalities from a candidate, interviewers may ask questions about specific experiences from your past.
- **Role-Play Questions:** Some interviewers like to ask you to role play, posing a questions such as "Imagine that you were the Director of Marketing and the CEO presented the following problem to you, how would you handle it?" The variations are endless. Remember to think for a moment or two before you begin to answer.
- **Industry-specific Questions:** Even for entry-level positions, some interviewers will want to get a sense of how much you know about the industry. For example: "Can you tell me the difference between a commercial bank and an investment bank?"
- **Current Events Questions:** Sometimes in an effort to be conversational or to actually gain information about your views, attitudes, or beliefs, an interviewer will ask for your opinion about a current event or person in the news. Be wary of expressing strong opinions. Keep focused on business.

### **QUESTIONS FREQUENTLY ASKED BY EMPLOYERS**

1. What are your long-range and short range goals and objectives?
2. When and why did you establish these goals?
3. How are you preparing yourself to achieve your goals?
4. Describe a leadership role of yours and why you committed yourself to that role.
5. What do you see yourself doing 5 years from now?
6. How do you plan to achieve your career goals?
7. What are the most important rewards you expect in your career?
8. What do you expect to be earning 5 years from now?
9. Why did you choose the career for which you are preparing?
10. How do you feel about a request to do an assignment outside your job description?
11. A co-worker has fallen behind, you are caught up with your work, what would you do?
12. Which is more important to you, the money or the type of job?
13. What do you consider your strengths?
14. What are your weaknesses?
15. How would you describe yourself?
16. How do you think a friend or professor who knows you would describe you?
17. What motivates you to put forth your greatest efforts?
18. How has your college experience prepared you for a business career?
19. Why should I hire you?
20. Give me a situation in which you failed and how you handled it.
21. What interests you most about this job?
22. Where else have you applied?
23. What do you think it takes to be successful in a company like ours?
24. In what ways do you think you can make a contribution to our company?
25. What qualities should a successful manager possess?
26. Describe the relationship that should exist between a supervisor and subordinates?
27. What 2 or 3 accomplishments have given you the most satisfaction? Why?
28. If you were hiring a graduate for this position, what qualifications would you look for?
29. Why did you select your college or university?
30. What led you to choose your field or major study?
31. What college subjects did you like best and least? Why?
32. If you could do so, how would you plan your academic study differently? Why?
33. What changes would you make in your college or university? Why?
34. Do you have plans for continued study? An advanced degree?
35. Do you think that your grades are good indication of your academic achievements?
36. In what kind of work environment are you most comfortable?
37. How do you work under pressure?
38. How do you handle criticism?
39. What can you contribute to this company?
40. What are the 3 most important responsibilities this position holds?
41. Do you have a geographical preference? Why?
42. Will you relocate?
43. Are you willing to travel?
44. Are you willing to spend at least 6 month as a trainee?
45. Describe a time when you had to make a decision without all the facts.
46. Tell me about your most significant accomplishment to date.
47. What interests you about this job?
48. Tell me about a project you initiated.
49. Why did you leave your last job?
50. What do you know about this company?

**Questions You Might Want To Ask On an Interview**

- Is there a job description I can look at?
- What will my responsibilities be?
- How long has this position been open?
- Where does this position fit in the overall organization?
- What are the most important qualifications for this position?
- Does the department have a budget?
- Who are the company's major competitors?
- Which markets do you regard as most important?
- Who are your major customers? Are they mostly local, national or international?
- What will my priorities be?

**Questions about your future Supervisors, Collaborators, and Subordinates.**

- Who held this position before?
- What was his background and why is he being replaced?
- To whom would I be reporting?
- How many people will be reporting to me?
- Are they all located in one place?
- What is their experience level?
- Does management have regular meetings?

**Questions to be asked later (and only when appropriate).**

- What are the prospects for advancement?
- Could you explain what employee benefits you offer?
- When would health coverage begin?
- How much travel would be involved?
- Would relocation be necessary now or at some future date?
- When you expect to decide on this position
- What is the next step in the procedure?

**For additional career information, please visits:**

[www.bls.gov](http://www.bls.gov)

[www.indeed.com](http://www.indeed.com)

[www.careeronestop.org](http://www.careeronestop.org)

[www.monster.com](http://www.monster.com)

<http://www.grad.illinois.edu/sites/default/files/pdfs/resumesamples.pdf>

<https://www.iusb.edu/career-services/docs/HandbookResume.pdf>

<http://owl.english.purdue.edu/owl/resource/927/1/>

<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>

<http://usatoday30.usatoday.com/careers/resources/interviewcommon.htm>

<http://money.cnn.com/pf/best-jobs/>

**DRESSING FOR SUCCES**

## Women

### SUITS

- Navy, gray, brown or black are good suit colors to invest in when building a wardrobe
- Miniskirts may be “in” but not for work. Skirts that reach the bottom of the knee or longer are appropriate.
- Dresses with jackets are good substitutes.

### BLOUSES & NECKLINES

- Solid colors such as white, off white, blue, brown and red are good color choices when building a wardrobe; however, most solid colors can work well in a business environment.
- Choose good quality & basic styles in natural fibers or synthetic fibers that look like natural fibers.
- Guys should wear ties. If women want to wear something at neckline, it can be a broach, pin, pearls, rosette, or bow
- No plunging or low-cut necklines---it's too seductive.

### SHOES

- The classic leather pump or flat with closed heel and toe is best suited for business.
- Wearing leather conveys a richer appearance.
- For women who like to wear open toed heels or sandals, it may be best to play it safe and wear closed toed dress shoes on interviews.
- The shoes should be the same color or darker than the hem of the suit or dress. Recommended shoe colors: black, navy, taupe, or brown.

### HANDBAGS, BRIEFCASE, PORTFOLIOS

- It is appropriate to carry a purse when also carrying a briefcase, as long as the purse is compact & functional.
- These accessories, like shoes. Should be leather.
- Classic, rather than trendy, is best.
- Black, navy, gray, and brown are recommended color choices.
- If you are not carrying a purse, having a leather portfolio to carry additional resumes, pens, and paper is professional.

## JEWELRY

- Your taste in jewelry is a true reflection of you.
- Invest in earrings, necklaces, rings, bracelets, and pins in 14k gold or sterling silver. Gold-tone and silver-tone are good substitutes for the “real” thing.
- Jewelry must accentuate your professional attire rather than distract from it.
- Simple & elegant is the key.
- It is suggested that you wear no more than one ring (set of rings) per hand.
- A word about watches: they are worn more than any other piece of jewelry. Invest in a classic style. The style that makes the best impression is a tank style with a black lizard skin or gold-tone band.

## **Men** Suits

- Navy, gray, brown or black are good suit colors to invest in when building a wardrobe.
- Wear a tie and be sure that tie coordinates with shirt and suit. Try to stick with primary colors.
- It is recommended that you wear a complete suit (jacket and pants) with coordinating shirt on interviews.
- Coordinating a jacket and trousers is more casual than a complete suit. However, if you do not own a suit, do purchase a jacket that can be worn with dress pants.

## Accessories

- Shoes and belt should match and be sure to shine shoes
- Try not to wear shoes with damaged soles.
- Do not wear a watch with a plastic band and/or one with lot of gadgets on it. Invest in a watch with a black leather or metal band.
- Keep jewelry to a minimum. For example, watch, class ring, and/or wedding ring.
- Wallet and portfolio and/or briefcase should all be of good quality.
- Do not wear short socks that show your legs. Wear long or at least calf length socks.

## TIPS FOR A POSITIVE INTERVIEW

- Do not put anything on the interviewer's desk.
- Use the interviewer's name-title and last-name to time as you speak. Don't use the interviewer's first name unless you have been requested to do so.
- Phrase your questions so that you sound sure of yourself. "What would be my duties? Sounds more assertive than "What are the duties of the jobs?"
- Use good grammar and diction. Say "yes", not "yeah".
- Listen to how quickly you speak and look for moderation. Don't talk too fast. Don't pepper the hiring manager with too many facts at once.
- Don't fill pauses with "um", "uh", or "ah". Don't punctuate sentences with "**you know**", "like", "see", or "okay".
- Punctuate your speech just as you would a sentence. Stress the words that are most important. Don't arbitrarily emphasize every third word; don't keep your voice a monotone.
- Use active verbs.
- Don't use the words "think", "guess", or "feel", which sound indecisive. Sound positive. Also, avoid vague phrases such as "pretty good", or "fairly well". Talk about your skills with positive words.
- Watch the tone of your voice. While it might be trendy among your friends to end a sentence with a higher tone of voice, so that sentences sound like questions, this habit will kill your credibility with hiring managers.
- Offer examples of your accomplishments. Use illustrations, descriptions, statistics to support your claims.
- Make sure you understand the questions.
- Respond concisely – don't ramble.
- Avoid "yes" or "no" answers.
- Do not bring up salary or benefits unless the interviewer brings them up. Know what an appropriate salary range should be.
- As you answer questions, avoid use of negative terms.
- Take advantage of the opportunity to sell yourself.
- Answer questions with specific examples-avoid generalities.
- Evaluate the position for which you are interviewing. If the company is hiring for a light level position, don't market management level intentions.
- If you want the job ask for it (ex. I am excited about working for X Company. I want to work for you as your newest Computer Technician.