



INTERVIEWING

FACTS... The First 5 Minutes Of Interview

- 1. Appearance**
- 2. Strength of handshake**
- 3. General demeanor (eye contact, body language)**
- 4. Academic/work experience**
- 5. "Like" things**
- 6. People in Common**

Employers Want To Avoid...

1. Poor Morale
2. Mistakes
3. Extra training time & expense
4. Extra coaching
5. Disciplinary Action
6. Time & cost of Rehiring
7. Poor hygiene
8. Inappropriate Dress

Before Hiring Employers Look At...

1. What are the duties?
2. What are the qualifications?
3. Who will this person interact with?
4. What resources are needed? (Technical abilities)
5. Are there any physical or emotional challenges?
6. Does the job require autonomy?
7. Who are the clients?
8. What if any are the existing standards for quality & quantity for job?
9. Who will this person report to?
10. Do they need to travel?
11. Is there career mobility?

TOP 20 - Interviewing Questions

1. Tell me about your job search?
2. What attracted you to this position?
3. Tell me what you did yesterday?
4. What were your expectations when you joined XYZ Co? When you went to college?
5. If you were hired for the position, what action would you take in the first month?



TOP 20 - Interviewing Questions (*continued*)

6. Describe a major achievement in your current job. How did you make that achievement?
7. Tell me what you enjoyed most/least at your last job?
8. What type of clients do you find it easiest to get along with?
9. Tell me about a situation where you were able to help a client?
10. Who was the best boss you ever had? Why?
11. In what way do you and your boss think alike? In what way do you differ?
12. What is the most difficult thing about your existing job? Why?
13. How do you react when you receive negative feedback?
14. What qualities among your co-workers do you most admire?
15. Describe the employee you most enjoyed working with at XYZ Co?
16. Tell me a situation where another employee did something that caused a problem for you.
17. Describe how you would handle or have handled a situation were you weren't liked.
18. Who has been the greatest influence on you at XYZ Co? In your work experience? In your college years?
19. Describe how you were able to use one of your strengths to your advantage in work or through college years?
20. Describe how one of your weaknesses has caused you difficulty at XYZ Co? In college?

TOP 5 - Questions candidates should ask employer

1. What is the reporting structure for this position? (Who will your boss be? Are you in a team with co-workers)
2. What is the career mobility? (looking for opportunity within company)
3. Are there extracurricular activities for employees? (Is there volunteer groups, clubs, sports teams)
4. Does the company offer technical and soft skills training? If yes, is that available to all employees?
5. What is the average tenure for supervisors & Managers? (Are they moving on within the company or is there a lot of turnover)

CLOSER

If interested in the position...

I am very interested in what we discussed and am very interested in the position. John, do you see any reason why I would not be a viable candidate for this position?