How to Have the Perfect Interview!

Remember, the purpose of an interview is to get the job that you want.

Be Prepared:

• Research your prospective employer before the interview
• Dress Appropriately
• Review your Resume
• Be Prepared to explain what you did at each job and why you left
• Be prepared to answer these key interview questions:

Q: Tell me about yourself.
A: Who you are and why you’re the best candidate for this position.

Q: Why should I hire you?
A: The easy answer is that you are the best person for the job.

Q: What is your long-range objective?
A: The key is to focus on your achievable objectives.

Q: Have you ever had a conflict with a boss or professor? How was it resolved?
A: The key is how you behaviorally reacted to conflict and what you did to resolve it.

Q: What is your greatest weakness?
A: Talk about a true weakness and show what you are doing to overcome it.

Q: What qualities do you feel a successful manager should have?
A: Focus on two words: leadership and vision.

Q: If you had to live your life over again, what one thing would you change?
A: Focus on a key turning point in your life or missed opportunity.
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During the Interview:

- Shake hands firmly.
- Maintain direct eye contact.
- Demonstrate good verbal & non-verbal expressions.
- Try to describe examples in story. Identify examples from your past experience where you demonstrated top behaviors and skills that employers typically seek. The best way to accomplish this is to use the three-step STAR process or
  1. Situation or Task
  2. Action
  3. Result or outcome

Ask Questions! It shows that you are interested.
- Can you tell me more about the position and the type of person you are seeking?
- What would you consider to be exceptional performance from someone performing in this position in the first 90 days?
- Why did you decide to join this company?
- What were your initial expectations? Were they met?
- What do you consider your company’s strengths and weaknesses?
- What are the measurements for success within your organization?
- I feel my background and experience are a good fit for this position and I am very interested. What is the next step?

After the Interview:

- Analyze how you did, what you can improve on, and how you felt about the company.
- Write a prompt thank-you note.
- If things drag out, check in periodically!