Interview Techniques
TIPS FOR INTERVIEWING

Interview Tip 1:
**Plan ahead** – Do a little homework! Research the company and the position if possible, as well, the people you will meet with at the interview. Review your homework experiences. Be ready to support past career accomplishments with specific information targeted toward the companies needs. Have your facts ready!

Interview Tip 2:
**Role Play** – Once you have finished studying, begin role playing (rehearsing). Use the general questions provided below in the Interview Preparation Area. Write down answers if it helps to make your presentation more concise. Try to keep your answers to the information your new employer will want to know.

Interview Tip 3:
**Eye Contact** – Maintain eye contact with your interviewer. Show you want the job with your interest.

Interview Tip 4:
**Be Positive** – In particular, avoid negative comments about base employers.

Interview Tip 5:
**Adapt** – Listen and adapt. Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general décor, which will afford helpful clues to assist you in tailoring your presentation.

Interview Tip 6:
**Relate** – Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.

Interview Tip 7:
**Encourage** – Encourage the interviewer to share information about his or her company. Demonstrate your interest. Some suggested questions to ask the interviewer are provided in the “Questions You Could Consider Asking the Employer” section.
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<th>Sample Interview Questions</th>
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<td>1.  Tell me about yourself.</td>
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<td>2.  What was your most significant accomplishment at work?</td>
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<td>3.  What did you learn from that success?</td>
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<td>4.  What have you done at your present job that has had a positive impact on the organization?</td>
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<td>5.  Describe the relationship that you have with your current supervisor.</td>
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<td>6.  What kind of supervision do you have?</td>
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<td>7.  What frustrates you about your current job?</td>
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<td>8.  What do you like doing most in your present job?</td>
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<td>9.  If you could do anything in the world and money wasn’t an object, what kind of work would you do?</td>
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<td>10. What is the most challenging task you have completed?</td>
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<td>11. What would your boss tell me about your performance?</td>
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<td>12. Why do you want to leave your current job?</td>
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<td>13. What motivates you?</td>
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<td>14. What are your goals for your career?</td>
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<td>15. Why do you think you will be successful in the position?</td>
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<td>16. Tell me about the best boss you ever had.</td>
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<td>17. Tell me about the worst boss you ever had.</td>
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<td>18. What are three words that people who work with you would use to describe you?</td>
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<td>19. Why would you like to have this job?</td>
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<td>20. What do you know about our organization?</td>
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<td>21. What is it about the job that appeals to you the most?</td>
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<td>22. If you were in my chair, hiring someone for this position, what qualities would you look for in the applicant?</td>
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<td>23. On your last job, what did you do to improve your own effectiveness?</td>
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<td>24. How does this job fit in with your career path?</td>
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SCENARIOS

Describe a situation in the past when you have worked without close supervision on a new or difficult task.

What was the nature of the work?
How did you go about completing the task?
Describe any help that you obtained during your work.
Would you have preferred more guidance with the work? Why or why not?

Describe how you have maintained work records to track progress on a project or to track progress against goals.

What type of records did you maintain?
How often did you update your records?
How did you use the records?

Sometimes people with varying viewpoints have to work together on an assignment. Have you ever encouraged such a group to work toward common objectives?

What different viewpoints were involved?
How did you motivate the group toward a common goal?
What was the outcome?

Describe a time when you showed someone a better way to do a task.

What were the key things you considered in deciding how best to assist the person?
How did the person react to your help?
How did the person’s performance improve with the task change?

Tell me about a recent situation in which you showed a lot of initiative.

What was the situation?
What did you actually do to show your initiative?
Was your initiative appreciated? If yes, in what way? If no, why not?
How frequently do you show initiative like this?

Describe a time when you had to balance several projects. How did you prioritize activities?

What factors did you consider in planning the order of activities?
How did you incorporate the project work with daily tasks?
What was the result of your planning?

Tell me about a recent situation in which you tried to motivate a coworker or subordinate.

What specific activities were you trying to improve?
What did you do to motivate the person?
What was the result of your efforts?
How could you have been more effective?
Questions you may want to ask the Interviewer

1. Why is this position open?
2. How often has it been filled in the past five years? What were the main reasons?
3. What would you like done differently by the next person who fills this position?
4. What are some of the objectives you would like to see accomplished in this job?
5. What is most pressing? What would you like to have done in the next 3 months?
6. What are some of the long-term objectives you would like to see completed?
7. What are some of the more difficult problems one would have to face in this position?
8. How do you think these could best be handled?
9. What type of support does this position receive in terms of people, finances, etc.?
10. What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
11. What advancement opportunities are available for the person who is successful in this position, and within what time frame?
12. In what ways has this organization been most successful in terms of products and services over the years?
13. What significant changes do you foresee in the near future?
14. How is one evaluated in this position?
15. What accounts for success within the company?

- These questions are presented only as interviewing guidelines. They are meant to help you prepare for the interview. Some questions may or may not be appropriate for your interviewing situation.

- By practicing your responses to some of these questions, hopefully you be not taken off guard if asked one of them. Most importantly, relax, go with the flow, and before you know it, you’ll be in your next job.