

Preparing for a job interview

- The purpose of interviews is to verify information on the resume and learn more about you.
- At the same time, you can use the interview to evaluate the organization. You can learn about it from the interviewers questions and answers.
- Before the interview, research the organization by checking its website and social media. Learn about its products/services, history, financial health, corporate structure, locations, recent news, employees comments, customers' reviews and comments, and analysts' ratings.
- Avoid showing off your knowledge of the organization, but use the info to ask specific questions and make an informed decision about whether to accept the job.

What questions to expect

The interviewer is not only interested in the content of your answers but also in how you react to the questions themselves, and how you communicate your thoughts and ideas.

- Tell me about yourself. (Never answer saying: What would you like to know about?)
- Tell me something about yourself that I won't find on your resume.
- What are you most proud of?
- Why did you leave your job at _____? (Never say anything negative about your previous employer)
- Why would you like to work for our organization?

- Why should we hire you?
- What are your long-range career objectives? (Make sure you don't show the interviewer that at some point you will be leaving the organization for something better)
- What type of work do you enjoy doing most? Least? (Be honest in answering this question. It will affect the job you get)
- What accomplishment has given you the greatest satisfaction?
- What would you like to change in your past? (Do not show your weaknesses)
- What courses did you like best and least in college?
- Specifically, how does your education or experience relate to this job?

What questions to ask

Avoid appearing overly concerned about salary vacation time, and benefits.

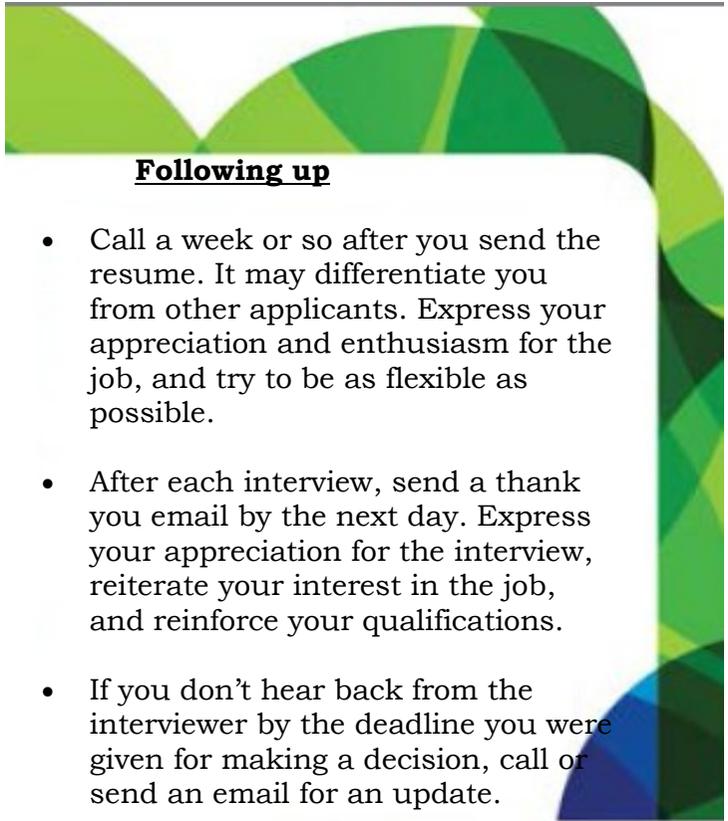
Such questions show the interviewer that you are interested in the job and organization.

- How would you describe a typical day on the job?
- What opportunities exist for ongoing training and development?
- What are your expectations of new employees?
- How would my performance in this position be measured?
- What makes someone successful in this position?
- What are the organization's plans for the future?

- What do you see as the biggest opportunities and challenges for this division/company?
- To whom would I report? Would anyone report to me?
- What are the advancement opportunities for this position?

Conducting yourself during the interview

- Be courteous with everyone you meet in the organization.
- Be natural but professional.
- Greet the interviewer by name, with a firm handshake, direct eye contact, and a smile.
- Avoid taking notes except for a specific name, date, or telephone number.
- Relax and focus on the questions instead of what you will say next.
- Don't go with the attitude that "you're lucky to have me here".
- Remember that you're applying, not begging, for the job.
- Don't try to oversell yourself.
- If the interviewer did not address one of your skills, try to work it into the discussion.
- If asked about your salary expectations, try to avoid giving a number. Instead, say that you would expect to be paid in line with other employees at your level of expertise and experience. It is not what you are worth but what the position and responsibilities are worth.



Following up

- Call a week or so after you send the resume. It may differentiate you from other applicants. Express your appreciation and enthusiasm for the job, and try to be as flexible as possible.
- After each interview, send a thank you email by the next day. Express your appreciation for the interview, reiterate your interest in the job, and reinforce your qualifications.
- If you don't hear back from the interviewer by the deadline you were given for making a decision, call or send an email for an update.



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Job Interviews