



Essential Skill: Interview Preparation

PRACTICE INTERVIEW QUESTIONS

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What attracted you to this company?
- Why should we hire you?
- What did you like least about your last job?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What were the responsibilities of your last position?
- Why are you leaving your present job?
- What are you looking for in terms of career development?
- How do you want to improve yourself in the next year?
- Tell me about your education.
- Why have you chosen this particular field?
- Describe your best/worst boss.
- In a job, what interests you most/least?
- What is your major weakness?
- Give an example of how you solved a problem in the past.
- What are your strengths?
- How do others describe you?
- Do you have any questions for me?



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QUESTIONS TO ASK THE EMPLOYER

- What are the responsibilities and accountabilities of this position?
- How well is the position defined?
- Can its duties be expanded?
- Please describe an average day on this job.
- What is the history of the position?
- How would you describe the ideal candidate?
- When and how will I be evaluated?
- What are the performance standards?
- With whom would I be working?
- When will you make the hiring decision?

ILLEGAL QUESTIONS

- What is or was your spouse's name or line of work?
- Have you ever filed a Workers' Compensation claim or been injured on the job?
- Do you have any physical conditions that would prevent you from performing the job?
- Have you ever been arrested?
- What is your hair/eye color?
- What is your height/weight?
- Have you ever been hospitalized?
- If so, for what condition?
- Have you ever been treated by a psychiatrist or psychologist?
- If so, for what condition?
- How many days were you absent from work because of illness last year?
- Are you taking any prescribed drugs?
- Have you ever been treated for drug addiction or alcoholism?



Essential Skill: Interview Preparation - Interview Tips

REVIEW COMMON INTERVIEW QUESTIONS.

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Review and practice answering several interview questions. Be prepared with a brief answer and, if applicable, an example to illustrate your answer.

IDENTIFY THE QUESTIONS YOU WANT TO ASK THE EMPLOYER AT THE END OF THE INTERVIEW.

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This demonstrates interest in the company and position and can lead to additional dialogue with the interviewer.

Be prepared. Remember to bring important items to the interview:

Notebook and pens

- Extra copies of your resume and a list of references
- Copies of letter(s) of recommendation, licenses, transcripts, etc.
- Portfolio of work samples

On the day of the interview, remember to:

- Plan to arrive at least 15 minutes early.
- Look professional. Dress in a manner appropriate to the job.
- Turn off your cell phone.
- Relax and smile.

Make a good first impression.

- Shake hands firmly.
- Maintain eye contact.
- Listen carefully. Clarify the question if you need to.
- Give honest, direct answers.
- Take a minute to think and organize your answer before responding.

Make a good final impression.

- Be courteous and allow the interview to end on time.
- Ask a few questions you have about the company/position.
- Find out if there will be additional interviews.
- Ask when the employer plans to make a decision.
- Send a thank-you note or email after the interview.



Essential Skill: Interview Preparation - Interview Tips

Resume Review Rubric

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First Impression/Greeting	Candidate made eye contact, greeted the interviewer and was dressed professionally.	Candidate struggled to make eye contact and was dressed casually.	Candidate struggled to make eye contact or was dressed unprofessionally.
Content	Candidate was knowledgeable about position and skills required. Candidate provided relevant examples.	Candidate was knowledgeable about some aspects of the position and skills required, and could provide limited relevant examples.	Candidate was not knowledgeable about most aspects of the position and skills required, could provide few or no relevant examples.
Interview Skills	Candidate made eye contact, answered the questions directly and succinctly. Candidate was easy to understand.	One of the following: Candidate struggled to make eye contact consistently, answer questions concisely or off-topic, not easy to understand.	Two or more of the following, candidate did not make eye contact consistently, answer questions concisely or off-topic, not easy to understand.