



Typical Interviewing Questions

BEFORE THE INTERVIEW:

KNOW THE COMPANY:

- Search the website. What products or services do they provide?
- Are they a subsidiary of a larger company?
- How long have they been in business?

PREPARE!

- Have resume copies.
- Know the proper attire. Dress appropriately and formally, but be at ease.
- Know directions to the location. Take a “dry run” if you are unfamiliar with area. Have parking money.
- Match your skills to position description.
- Have list of references.
- Prepare questions you would like to ask the interviewer.

BE POSITIVE AND TRUTHFUL IN THE INTERVIEW. FOCUS ON YOUR SKILLS AND STRENGTHS.

AFTER THE INTERVIEW:

- Follow up with a Thank You note to interviewer.
- Wait 1 week to 10 days and follow up again with the interviewer.
- If you update your resume, send it to the interviewer with an email note of thanks, as third follow up.
- After 3 weeks, discontinue follow up.

BE PREPARED FOR AN INTERVIEW ~ KNOW YOUR STRENGTHS AND SKILLS

Why do you want to work here? What about this company interests you?

Do not speak in generalities. Research the company and the position. Explain how your skills would translate to a new employer.

Your resume indicates you have worked at a lot of different places. Can you comment on that?

You may have had temporary or seasonal jobs, or been in positions affected by economic downsizing. Let the interviewer know that you have built new skills with each job and how these skills relate to the position for which you are interviewing.

What skills or abilities do you bring to this position? What sets you apart from other applicants?

Emphasize your experience and that you have stayed on top of the industry changes to have a better understanding of company goals. Mention any continued education or training you have received.

This is a completely different industry than you were in before. Can you tell us how your skills will transfer?

Let them know you have accessed their website to learn about the company. Draw from your areas of expertise and relate it to the company’s products and services.

What are your experiences with software? (e.g., Microsoft Word, Excel, Access)

Let them know that you are computer literate and use this opportunity to showcase any training classes you have taken or certifications you have earned.

Tell me about an occasion when you had a problem to handle and what you did to resolve the situation.

This is a chance to “toot your own horn”. Keep it simple and smile. Answer with a situation that puts you in the best light.

What have you been doing since you have been out of work, besides looking for a new position?

Speak of opportunities where you have learned new skills, even as a volunteer to help organizations or charities in the community.

What did you do in your last job?

Always be brief and concise—focus on your “work story”. Emphasize transferable skills.

Do you work better alone or with a team?

This question is asked to find out if you are a person who needs a quiet environment, is a self starter, and needs little supervision, or if you thrive in an environment where people are bouncing ideas off team mates and like the stimulation of working with a team. Know the environment you would be working in if the job is offered. Be sure it is an environment in which you will be comfortable.

How do you plan your day?

This question is trying to find out if you are rigid or flexible in your planning. Are you a list maker who sticks to the plan or are you flexible enough to respond to rapidly changing situations?

We don't have many employees who are your age. Would that bother you?

Describe recent experiences where age diversity has been an asset. You bring experience to the position, you are eager to learn and it doesn't matter who helps you. You enjoy working with people of all ages.

You appear to be overqualified. Won't you be bored?

Don't assume the word overqualified means "old" or "expensive". Stay positive and show pride in your qualifications. Emphasize what makes you interested in the position at this point in your career, such as applying your skills to a new field or achieving a work-life balance. Explain how your experience will be an asset because you can hit the ground running with very little training. This would be a cost saver for the company.

Describe yourself in three words.

Choose your words wisely. Describe your characteristics that are assets to the position for which you are applying.

Are you on any social media sites? (e.g., Linked-In, Facebook, Twitter.)

If you answer YES, be prepared to make your site/profile available to the interviewer. Be sure to delete anything on the site that might not show you at your best.

We have state of the art technology. Would you be able to jump right in?

Emphasize the training you have taken to keep your skills up to date. Give examples of projects you have done that required computer skills and electronic media. Show that you are tech-savvy.

At what point would you consider someone late for work?

If you are asked this question, there may have been a problem with the person who held the position previously. Reassure the interviewer that **you** are prompt and arrive at work ready to start.

What are the qualities of a good supervisor?

Think of a good supervisor you have had in the past and what traits made that person a good supervisor. Choose several qualities that might relate to this work environment to answer this question.

How do you promote a good team environment?

If this question is asked, the position must lend itself to a team environment where cooperation with other individuals and departments is a must. Give a past example where you have increased a team's effort successfully.

What are your salary requirements?

Try to postpone this question until a job offer has been made. Be prepared by knowing the going rate in this area. If you don't know the range and the interviewer persists, you might ask, "What salary range are you working with?"

If you are asked a question that deals with a personal issue (e.g., age, race, sexual preference):

Questions that you deem are discriminatory may occur. However, do not jump to conclusions—there could be a legitimate reason for the question, it may just have been asked incorrectly. Avoid confrontation. Focus on your skills and strengths. Do not let the question upset you; try to determine why they are asking the question. You will need to decide if this is an employer you want to work for. ***Stay positive and focus on your skills—you are in the interview to demonstrate that you are a great candidate!***