

SUCCESSFUL INTERVIEWS

An interview is the employer's chance to meet the candidate and discuss their skills and abilities in more detail. In addition, the employer uses the interview to gain a sense of the candidate's personality and whether or not he or she will be a good fit for the specific position and the company culture.

The interview is also a chance for the candidate to check out his or her potential employers and gather additional information about the organization to assist in the decision making process if/when an offer is made.

With a little research and preparation ahead of time, a candidate can greatly increase his or her chances of receiving an offer of employment.

Additional information and assistance with interviewing can be obtained through Workshops, Online Practice Tools, and Mock Interview Sessions available to clients enrolled in the WIA Program offered through the Tri-Cities One-Stop Career Center.



Before the Interview

- ✓ Research the company to identify its values. Keep the company's mission in mind when practicing interview responses.
- ✓ Review the job description and think of specific examples you could use during the interview to prove your skills are a match for the skills the position requires.
- ✓ Practice your response to some of the most common interview questions. Remember to be clear and concise while using specific examples to back up your response.

Interview Questions

Practice responding to the following questions with a partner. An organized and concise response should take no longer than 2-3 minutes.

1. Tell me about yourself.
2. What specific skills and abilities do you bring to this organization?
3. What goals do you want to accomplish over the next 5 years?
4. Give an example of a time you overcame a challenge in order to get the job done.
5. Tell me about your leadership skills (use examples).
6. Describe a time when you had to manage several tasks at once. What methods did you use to keep yourself on track and make sure the job was done?
7. Describe a conflict you had with an employer, supervisor or customer and explain what you did to resolve it.
8. What are your is your greatest weakness? What is your greatest strength?
9. How would you describe your work style?
10. If I were to let you write your own job description, what would it say?
11. How would you go about establishing your credibility with the team?
12. How would you feel about working for someone who knows less than you?
13. What accomplishment are you most proud of and why?
14. Why should we hire you?
15. Why are you leaving your job/Why did you leave your last job?
16. What salary are you seeking/What is your salary history?
17. Tell me about a time when you had to give someone difficult feedback. How did you handle it?
18. What is your greatest failure and what did you learn from it?
19. What will your last supervisor say about your job performance?
20. If your supervisor asked you to do something you disagreed with, what would you do?

Questions to Ask Employers

1. What are some of the projects you hope to see completed during my first 6 months on the job?
2. How is performance evaluated and how often?
3. What do you feel are some of the most important/exciting aspects of working for this organization?
4. What should I expect/What is your timeline for making a final hiring decision?