

Tips for Interview Success



Prepare for the Interview

You should arrive for the interview about 15 minutes early!

The first impression you make on a potential employer is the most important one. The first judgment an interviewer makes is going to be based on how you look and what you are wearing. That is why it is always important to dress professionally for a job interview, even if the work environment is casual.

Men's Interview Attire

- Suit (dark solid color)
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative dress shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limit the cologne
- Neatly trimmed nails
- Portfolio (with pen and paper for note taking)

Women's Interview Attire

- Suit (dark solid color)
- The suit skirt should be long enough so you can sit down comfortably
- Coordinated blouse
- Conservative shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- No jewelry is better than cheap jewelry
- Professional hairstyle
- Neutral pantyhose
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio (with pen and paper for note taking)

What Not to Bring to the Interview

- Gum
- Cell phone
- Beverage
- Uncovered tattoos



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These are practice questions only. Be prepared for any type of question!

General Startup Questions

- Tell me a little bit about yourself and tell me why you are interested in this position.
- How have you liked working for (your current or most recent position)? Why are you looking to leave and start a new position?
- Tell me a little about what you do in your current (or most recent) position.
- Have you seen the position description for this position?

Personality Traits

- Please discuss the role you have taken in group assignments. This might be the leader, appointee, joy-maker, class clown, work-horse, or the leader on the horizon.
- What do you do for fun on the weekends?
- How have you handled conflict on the job or in the classroom?
- What is your favorite restaurant? Why?
- Tell me your greatest strength and greatest weakness.
- How do you plan to work on your weaknesses?

Educational Background

- Considering your (type of education), tell me about your background and philosophies you might have learned in the classroom that have shaped character and work ethic.
- What was your favorite thing to study in school?
- Tell me about your biggest role model in school and tell me some positive things you learned from them and how it will enhance your professional life.
- What's the next type of education you would like to receive?

Skills and Interests

- Please tell me which types of technology you are most comfortable utilizing. Be as specific as possible in relation to software or hardware.
- Do you have any certifications or training from previous positions?
- Tell me what types of jobs or activities interest you most.
- Do you have any experience planning programs or activities?
- Tell me about your hobbies.

Goals and Honors

- Tell me where you plan to be professionally in the next five years.
- Please tell me about your most memorable achievement either on the job or in the classroom.
- Who has been your greatest life mentor and how do you want to mirror their success?
- Tell me about a task you've carried out and give me details on the success of your tasks and how it affected people.
- What is the biggest goal you have set for yourself?

Final Interview Questions

- Why should we hire you for this position?
- When would you be able to start in this position if we hired you today?
- Why do you want to join our organization?
- What questions do you have for us?

Tips for Interview Success, cont.



Questions to ask the employer:

You should be prepared with at least 2 or 3 questions to ask to end your interview.

- What duties and responsibilities does this job entail?
- Is this a new position?
- How long have you (address the entire group) been with this company?
- What kind of person are you looking for in this position?
- What are your expectations from the person hired for this job?
- Can you tell me your (address the group) best accomplishment while working here?
- Can you describe what a typical day looks like in this position?
- Are there opportunities to travel with the company?
- How many people are you looking to hire at this time?
- If it is a group of interviewers, consider asking why they each like working with the company.

Keep the following things in mind when asking your questions:

- Do not pull out a list of questions. You can quickly refer to questions if you have them in a portfolio.
- These questions are designed to help you learn more questions after you have researched the company or organization. These will also help you to look more prepared in your interview.
- Two questions might be sufficient, but ask more if the interview is going well.
- You are interviewing them as well as them interviewing you.
- Watch your body language as you listen to what they have to say.
- Do not ask how much money this position will make. This is an item the interviewer should bring up when they call to hire you. A safe question on that level might be, “How likely is the company to offer performance raises or cost of living increases?”
- Be very tactful with any question you ask.
- Even if you do not plan to work for the company after the interview, do not burn any bridges!

The “Thank You” Card

Interview experts will tell you that it is critical to send a thank you note after every interview. Interview experts will also tell you that few jobseekers actually do it. Writing a thank you note will not only get you noticed, it could give you a significant advantage over other candidates.

Sending a thank you note demonstrates several things to your potential employer, the most important being a show of gratitude. Employers know that if you appreciate an opportunity, you will appreciate the job. Thank you notes also give you a chance to reiterate your interest in the position and add anything that you forgot to mention previously. If you feel it is necessary to remind the interviewer of who you are, summarize a few main points discussed during the interview.

You should send thank you notes to every person involved in the interview- interviewers, managers, and even administrative assistants who were especially helpful. Personalize the note by addressing it directly to the person you want to thank. If you are handwriting the note, use nice stationary or a card and write neatly. If typing the note, be sure to include a legible signature at the bottom. If sending several notes, try to make each one original. Finally, be sure to send the thank you note no later than one day after your interview.

Tips for Interview Success, cont.



Dear Mr. Jones,

Thank you for the opportunity to speak with you at the ASU-Beebe. ABC Company seems like the perfect fit for my experience. I am very interested in the position. Feel free to contact me at 555-5555 should you have any additional questions.

Sincerely,

First and Last Name