

INTERVIEW SKILLS

Wu-hoo! After you've made the resumé, written the cover letter, and approached several businesses, you finally get a call back to go to the business for an interview. You're a step closer to getting a job. But the job offer doesn't exist if you can't get through an interview. You might look great on paper, but employers want to know what the real person is like. Preparation is the key to a good interview. If you know what to expect, you'll feel more confident and able to answer the questions. How you present yourself in the interview can determine whether or not you get the job.

QUESTIONS ASKED IN INTERVIEWS

- 1) Tell me about yourself.
- 2) What are your major accomplishments in the workplace?
- 3) What was difficult about your last job? Why?
- 4) Tell me why we should hire you since you have no work experience.
- 5) What do you feel is a satisfactory attendance record in a job?
- 6) What kinds of people do you like working with?
- 7) What kind of people do you find the most difficult to work with?
- 8) What do you consider to be your personal strengths? Personal weaknesses?
- 9) What is important to you in a job? Why?
- 10) What kind of things would you like to avoid in a job? Why?
- 11) Why are you interested in this position?
- 12) In what areas do you feel you could improve your abilities?
- 13) What are some of the things that motivate you?
- 14) What do you feel most confident about doing?
- 15) What kind of student are you?
- 16) Which courses did you like the least? Why?
- 17) How do you spend your spare time? What are your hobbies?
- 18) Why did you choose this particular field of work?
- 19) Your application indicates that you were fairly involved in school (community) activities. Could you tell me what your responsibilities involved?
- 20) How did you spend your vacations while in school?
- 21) How well do you take criticism?
- 22) Do you learn things quickly?
- 23) Do you like regular hours?
- 24) Do you like routine work?
- 25) What job in our company would you choose if you were free to do so?
- 26) If you had to choose one word that described you, what would it be?
- 27) What special abilities do you have?
- 28) Give me an example of when you have felt successful.
- 29) Give me an example of when you have felt challenged or unsuccessful.
- 30) Do you have any questions of us?

HOW TO FAIL AN INTERVIEW

There are many things that you can do to prepare for a successful interview. All employers expect an honest presentation of who you are, but a little polish never hurt anyone. The following are things employers say that you should NEVER do in an interview no matter what the job is or how the employers conducts him / herself.

Mumbling, muttering, not using your big kid voice.
Avoiding eye contact.

Emphasizing how much you need the job for money alone.

Bringing a friend or relative with you, especially a child.

Interrupting the interviewer.

Indicating that you are restless or bored by moving about in your chair, twitching, tapping, rocking back on your chair, or having distracting bodily movements.

Criticizing former employers or co-workers.

Ignoring or not understanding social cues.

Giving false answers, lying, or contradicting your resume or application.

Giving excuses for poor past performance.

Being negative or critical about any subject.

Complaining about how much school sucks, so you want a job that doesn't suck.

Arrogance, being too good for this menial job, a snotty attitude.

Telling jokes, especially ones that are off-colour, rude, or inappropriate.

Answering your cell phone or texting someone during the interview.

Swearing, using slang, making fun of others.

Giving a sloppy, weak handshake or avoiding the handshake.

Using poor posture while sitting or standing, slouching or putting your feet up.

Smoking during or right before the interview (we can smell it).

Eating candy, chewing gum, or having poor habits if food is offered.

Wearing sunglasses, hats, or other non-professional gear (including ipods).

Picking your nose and eating it. (seriously)

Poor hygiene, smelly body odor, unkempt hair, sloppy clothes.

I DIDN'T HIRE YOU BECAUSE ...

- poor grooming
- inappropriate dress
- "know-it-all" attitude
- mumbling, ums and ahs
- lack of direction
- indifference and unenthusiastic
- no self-confidence
- lazy
- only interested in money
- low achiever
- unwilling to start at the bottom
- full of excuses
- evasive with answers
- tactless
- immature
- lack of curiosity
- name calling past employers
- not interested in education
- failure to make eye contact
- indecisive
- sloppy application form
- not really interested in position
- wants job for only a short period of time
- no sense of humour
- lack of knowledge of what's expected
- disinterested in the company
- namedropping
- unwilling to move to another location
- intolerant, biased
- narrow interests
- couch potato
- out of touch with current events
- unable to handle criticism
- radical (AKA weird) ideas
- late to the interview
- failure to thank the interviewer
- asks no questions about the job
- fidgety
- no sense of personal space
- didn't smile
- rushed to answer questions without giving thought
- irritating mannerisms
- didn't know when to leave
- didn't appear to be interested
- rude
- phrase repetition / only one answer possible
- interruptions

**BE PREPARED
TO ANSWER INTERVIEW QUESTIONS, PRESENT
YOURSELF PROFESSIONALLY, AND AVOID THE
PITFALLS OF A BAD INTERVIEW FOR YOUR
MOCK INTERVIEW.**