



## Interview Questions & Preparation Tips for That Perfect Job

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### Proper Interviewing Etiquette

- Arrive 15 minutes early.
- Have your cell phone turned off.
- Sit up straight, make eye contact.
- Don't wear a hat.
- Don't chew gum.
- If you smoke, don't smoke right before the interview – you do not want to smell of smoke.
- Take your coat and scarf off – get comfortable, you are going to be talking with them for a while!
- Tuck your sunglasses away - not on the top of your head.
- Don't use slang or overly casual phrases in your responses.

### What to Bring To an Interview:

- Copy of your Resume. Remember, don't read your resume during the interview – you should know it inside and out. The resume is there for your referral if they need an exact date or ticket number or to give to the interviewer in the event they don't have your resume with them. Put the copy of your resume to the side so you are not tempted to fidget with the paper while you talk.
- List of supervisory references. Make sure you contact your references prior to giving out their contact information and ask them – will they give you a good reference? You would be surprised how many people give the name of someone who does not have good things to say.
- Steel toed boots if there will be a site walk around.

### Typical Interviewing Questions:

Go through each of these and practice answering them. By looking at the job description, you can tell what is important to the employer. Be sure you can think of examples for each of the key skills in the job description.

- **Tell me about yourself?** Be able to review your background in 10 minutes - role, company and responsibilities. If you are experienced, try to keep it under 15 minutes. Don't talk about high school or get personal. Stick to the facts about your previous related jobs, companies, and education.
- **Tell me about your current position. What do you enjoy most? Least?**
- **How would your employer or co-worker describe you? - Or - How do you describe yourself?**
- **What is your greatest strength/weakness?** When outlining a weakness, be sure to end this on a positive note showing what you are doing to correct/amend this, and only give one weakness. Don't highlight a fatal flaw that would have you blacklisted from all positions.
- **What is most important to you in your next company/position? What interests you about this position? - OR - What is your ideal job?**
- **What is the most difficult experience you've ever had to deal with and how did you handle it?**
- **Who had the greatest influence on your life? Why?**
- **Why are you interested in making a job change?** Stay positive! Saying that you hate your current boss, and all of your co-workers may be true – but that is a very negative response and it will only make you look bad. Never insult previous employers or co-workers in response to a question.
- **Why do you want to live/work in this community?**
- **What is your most memorable mistake?**
- **Why do you want to leave your current job?**
- **Why are you interested in this position?**
- **Why should we hire you over someone else?**
- **What is something that you have done to show you are a self-motivated high achiever?**



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### Behavioral Based or Situational Interview Questions

Behavioural based questions are based on the widely held belief that past performance and behaviours are the best predictor of future performance. These are the "Tell me about a time when..." type of questions. Here is how you can prepare and respond to these types of questions:

- 1) Determine your skills and strengths and tie them into actual experiences which exemplify each one. Give details and specifics to the interviewer.
- 2) Understand the job description and recall specific actions and behaviors that address the required skill.
- 3) Avoid vague proclamations of skills. Small, precise actions and behaviors are more important than unsubstantiated claims of job success.
- 4) Structure your responses in the following format: Problem – Action – Results. What was the problem or circumstance, what action did you take, and what was the result or outcome?

Tell me about a time when you...

1. ...worked effectively under pressure
2. ...handled a difficult co-worker
3. ...were creative in solving a problem
4. ...missed an obvious solution to a problem
5. ...did not meet a deadline on a project
6. ...persuaded team members to do things your way
7. ...made a bad decision
8. ...were rewarded based on your performance
9. ...set your sights too high or too low
10. ...had to deal with an irate customer
11. ...had to make an important decision with limited facts
12. ...were forced to make an unpopular decision
13. ...were put in a role of leadership
14. ...were disappointed in your performance
15. ...saved your employer time or money
16. ...wrote a report that was well received
17. ...displayed your team playing abilities
18. ...got bogged down by a project
19. ...surmounted a major obstacle
20. ...disagreed with something a supervisor asked you to do. How did you handle it?
21. ...lost your cool at work

If you are asked a situational question and you can't think of an example, ask for clarification. It is important to be honest, never make up an answer or lie about your experience.