

TIPS FOR A SUCCESSFUL INTERVIEW

Interviewing is an essential part of your job search. Good interviewing techniques will improve your results and help you get hired. Follow these successful interview tips and increase your chance for employment!

- 1. Practice** - The best interviewing activity is to practice, practice, and practice. Take part in mock interviews. These will allow you to overcome any nervous tension and anxiety. Below is a list of commonly asked interview questions. Practice answering these questions with a professional and poised appearance.
- 2. Poise** - Keeping your composure in a stressful situation. The practice you have done will help you in the interview. Answering the interviewer's questions clearly and concisely will show your ability to be direct and stay focused.
- 3. Professionalism** - This means presenting yourself well. Your appearance, manners, and attitude are part of showing professionalism. Project the right impression and you will show that you can manage yourself and possibly others, and that you can fit into the current organization.

Look at the interview as a conversation, but don't get too relaxed. It is a time for the employer to find out about you and a time for you to find out about the employer. The employer will ask you several questions and then allow time for you to ask questions.

Practice responding to these questions in a manner that highlights your accomplishments.

- Tell me about yourself.
- Why do you want to work for this company?
- What interests you about this position?
- What type of salary do you expect to be earning in five years?
- Why should I hire you?
- What do you consider to be your greatest strength? Your biggest weakness?
- Describe a situation or project where you had to be a problem solver.
- How do you handle working under pressure?
- What type of boss do you work best with?
- What has been your greatest accomplishment?
- What has been your greatest failure? What did you learn from it?
- Do you prefer to work alone or with others?

Here are some questions that you might want to ask:

- What might a typical day look like?
- Where does this position fit into the organization?
- What kind of skills are you looking for?
- What are the advancement opportunities available for this position?
- What are the next steps?