



The Job Interview

Common Questions & Preparation Guide

The Key to a Successful Interview is Preparation!

- ✓ Practice & prepare
- ✓ Research the company
- ✓ Arrive early & review resume
- ✓ Present documents in professional manner
- ✓ Grooming: professional, conservative clothing; neat, clean appearance
- ✓ Eye contact, firm hand shake, smile, good posture
- ✓ Have questions prepared
- ✓ Positive attitude

15 Interview Philosophies That Attract Job Offers

By: TheUndercoverRecruiter.com

One of the philosophies that our recruiters adhere to is that if, as a candidate, you're going to attend an interview, you might as well perform at 110% during the meeting. Regardless of the individuals whom you're interviewing with or the level of job you're pursuing, the recruiting team at KAS Placement has formulated 15 interviewing tips that, when implemented, should convert to a job offer.

1. **Come across in the interview as someone who wants to be there:** Be someone who is confident that you are the right person for the position and as someone candid and fully invested in the conversation.
2. **Go into the interview with an end-goal of getting the job offer:** That's all you need to focus on. Many times, when we take a moment to envision success and the rewards it brings, we are a lot more likely to do well.
3. **Talk in terms of what the interviewer wants:** Too often, we think only about what we want and don't realize that the best way to get what we want is to meet the needs of the interviewer, and only then expect the interviewer to give us what we want, not the other way around.
4. **Know where you want to be in 1, 3, and 5 years:** To achieve maximum career results, we have to set firm goals and relentlessly pursue them.
5. **Be positive:** Regardless of position, interviewers are going to hire people who are self-confident, optimistic, energetic, passionate and engaging people.
6. **Learn how to focus:** Through concentration a person is able to collect his or her mental and physical energies into the interview. This is as opposed to the individual who lets his or her brain wander from topic to topic. When your brain is 100% engaged, you can't be nervous or self-critical – both of which severely hurt your ability to persuade a hiring manager or recruitment professional.
7. **People want to hire leaders:** Leaders are described as those who are problem solvers, who are selfless, who put the company first, who want to grow others, who are team players, and who are able to predict everyday hurdles and overcome them.
8. **Interviewers are just as prone to feeling badly about rejection as the interviewee is:** Show the interviewer that you care and you're more than 50% there.

9. **Be aware of your body language:** In a job interview setting, when an employer is making a decision about competency and fit within an organization, the most successful candidates displayed consistent vocal tone and maintained **fluid body movements**.
10. **When giving answers, don't second guess yourself:** Rather, explain things in a thorough, honest and positive manner. It's the best we can do. We can't control what an interviewer does, but we can control how we act.
11. **Adapt to the interviewer's style:** Don't ever expect an interviewer do adapt to your personality. Some interviewers will just want the answers and that's what you should give them. Others will want to have a casual conversation, so schmooze with them.
12. **Never take the way an interviewer conducts an interview personally:** Rather, consider it to be their sense of interviewing style and have faith that the interviewer is smart enough to pass you through to the next round.
13. **People like to hear their names:** It's like music to our ears. We come across as more assertive and personalized when we address people by their first names.
14. **Thank the interviewer for their time:** Too often, we think about how important our time is, but don't realize that everyone thinks that way. Always make sure to **follow up with an email** thanking the person and including notes on some of the takeaways and thoughts you have from the interview.
15. **People love sincere compliments:** Find something that you like about the firm.

In the End:

Accomplished interviewers are never satisfied with their current knowledge and continually seek every opportunity available to gain new, pertinent knowledge. They understand that the secret of success is to try to always improve yourself no matter where you are or what your current position is and future aspirations are.

Practice Common Interview Questions

- Tell me about yourself.
- Why are you interested in this organization?
- What prompted you to enter this field? Why?
- Why did you choose your major?
- Why do you want to work for our organization?
- What strengths would you bring to this organization? What would you consider a weakness?
- What exposure have you had to this field?
- Discuss your experiences as it relates to this field.
- What are current issues/trends/challenges in this field?
- What are your short term and long term career goals?
- Describe your greatest accomplishment. What are you most proud of?
- Why should we hire you over other applicants?
- What, in your opinion, are the key ingredients in guiding and maintaining successful professional relationships?
- What motivates you?
- How do you liked to be supervised?
- How would a friend or professor describe you?
- In what ways do you think you could contribute to our organization?

Practice behavioral-based interview questions

- Describe the most significant written document, report or presentation which you had to complete.
- Describe the project or situation which best demonstrates your analytical abilities. What was your role?
- Give a specific example of a time when you used good judgment and logic in solving a problem.
- Tell us about a time when you were particularly effective on prioritizing tasks to complete a project on schedule.
- Tell me about a time where you played a leadership role on a team project.
- Tell me about a time when you worked with a difficult person/patient/customer, etc.
- Tell me about a time where you took initiative beyond what was expected.
- Tell me about a time where you were faced with multiple conflicting priorities. How do you organize your work?
- Tell me about a time when you worked effectively as part of a team.
- Give me an example of something you've done that demonstrates your creativity.
- Tell me about a time where you know you had communicated effectively.
- Tell me about a job or setting where great precision to detail was required to complete a task. How did you handle that situation?
- How do you show responsibility?

How to approach various types of interview questions:

Behavioral based questions ("Tell me about a time," "Give me an example"):

These are the most common type of questions asked in an interview. Employers believe that past behavior predicts future performance, therefore they will ask you questions about the skills they are seeking and want to hear specific examples from your past that demonstrate these skills. Examples may come from work experience, internships, academic experiences, extra-curricular activities or volunteer work. The STAR (describe the Situation/Task...Action...Result) technique described below is useful for structuring your answers to ensure you are telling a detailed story. Before your interview write down several stories that demonstrate the skills the employer is seeking using the STAR technique, then practice telling these stories.

Situation/Task: description of specific situation, project or task related to the skill sought

Action: description of specific steps you took

Result: outcome resulting from the action taken (be as specific as possible, how did you know you were successful?)

Technical questions:

For science and engineering positions, it is common to be asked technical questions to gauge your abilities and problem solving skills. To best prepare for these questions review the job description, if you are asked technical questions they most likely will be related to the skills listed (for example, if they are seeking C++ experience they may ask you to solve a programming problem). When asked a

technical question, the most important thing is to demonstrate your analytical and communication skills. If you don't know the answer (sometimes there isn't a right answer), be honest and describe how you would approach the problem.

Case interview questions:

These questions are most commonly asked by consulting companies to gage your problem solving skills. An example is, "How many jellybeans can fit in a jumbo jet?" To answer these types of questions, talk through what information you would need to know to solve the problem, ask questions, and communicate the steps you would take to find the solution. More important than solving the problem is demonstrating your logical approach.

How to approach commonly asked interview questions:

"Tell me about yourself"

Employers ask this question to learn more about you, specifically your academic background, and what your experience is related to their position and organization. In your response include:

- Your student status—such as major, year in school, courses in progress, interests related to academics, research, and industry.
- Your related experience—internships, student organizations, research, work experience, course projects, and leadership positions (assume they have not read your resume).
- What qualities and skills you have that make you a good fit for the position and the organization (use the job description and the company research you conduct to inform your response).

"What are your strengths?"

Use the job description and the company research you conduct to inform you of the skills and qualities the employer is seeking, and then identify which of these are your personal strengths. When asked "what are your strengths?", name a few related to the position and give detailed examples of how you've demonstrated these strengths in the past—remember employers are looking for proof in your answer!

"What are your weaknesses?"

Employers want you to be honest about your weaknesses. Talk about one of your weaknesses and then give an example of how you are working to turn that weakness into a strength; be specific about the steps you've taken to cope with this weakness.

Why do you want to work for this organization?

State why you want to work for the company, demonstrating your knowledge about the organization (for

example, the mission of the company, the new product they are creating, etc.—be specific!) Emphasize how your past experiences and skills have prepared you to contribute successfully to the organization.

Why did you choose your major?

Answering this question gives you the opportunity to demonstrate why you are passionate about your field. Be specific about why you chose your major, what motivates you to be successful in your program of study, and what you have enjoyed most about your academic program (such as: courses, projects, research, a certain specialization in your field). Explain to the interviewer how your major has helped prepare you for a position with their company.

What are your short-term and long-term career goals?

Relate your immediate career goals to the company. It is okay to be somewhat vague about your long-term career goals, however indicate some possibilities for your future based on the company and industry research you conduct. Be sure to demonstrate that you have a commitment to your field and that you want to develop and grow as a professional.

Is there anything else you would like to share with us?

Often this question is asked at the end of an interview, your response should include any information you have not yet been able to share with the interviewer that would be important for them to know regarding your key qualifications and a statement about your interest in the position and the company.

Why should we hire you?

This gives you the opportunity to summarize why you are the best candidate for the position and what makes you stand out from other applicants. Most likely the interviewer is not going to remember everything you said from your interview, so when this question is asked reiterate your qualifications. Be sure to include your unique strengths, skills, and experiences relevant to the position and organization. Leave the interviewer with a positive lasting impression.

Practice Strategies:

- ✓ Have a friend or family member ask you these common interview questions and video your responses. (Not fun – but a very effective preparation strategy!)
- ✓ Answer interview questions aloud to yourself in front of a mirror.