

Interview Preparation Guide

25 Reasons Why People Don't Get Hired

1. Poor personal appearance
2. Lack of interest and enthusiasm: Passive, indecisive and indifferent.
3. Over emphasis on money: interested only in best dollar offer.
4. Condemnation of past employers.
5. Failure to look at the interviewer when speaking.
6. Limp, fishy handshake.
7. Unwillingness to travel or relocate to employers preferences.
8. Late for interview.
9. Failure to express appreciation for interviewer's time.
10. Asks no or poor questions about job.
11. Vague, indefinite response to questions.
12. Overbearing, over aggressive, conceited with superiority or "know it all complex."
13. Inability to express self clearly; Poor voice, diction, grammar.
14. Lack of planning for career; no purpose and goals.
15. Unwilling to start at the bottom; expects too much too soon.
16. Lack of confidence and poise; nervous, ill at ease.
17. Makes excuses, evasive, hedges on unfavorable aspects of job history.
18. Lack of tact or cynical.
19. Lack of courtesy; ill mannered.
20. Lack of maturity.
21. Wants job for short time.
22. No interest in company or industry.
23. Low moral standards.
24. Intolerant: strong prejudices.
25. Inability to take criticism.

15 Questions YOU Can Ask:

1. To whom would I report?
2. What is the most important (crucial) part of this job?
3. What is your management style?
4. Is relocation necessary or mandatory after a certain period of time?
5. How much will I be expected to travel?
6. Could you describe your perception of an ideal candidate for this position?
7. On what is promotability based? What is a typical career path for this position?
8. What is your perception of what I'll be doing on a daily (weekly) basis?
9. What are some of your company's foremost aims and goals?
10. What are the short/long term goals for this department and how do they relate to the company as a whole?
11. Where does this company see itself five years from now?
12. How would you describe the environment I'll be working in?
13. How would my performance be assessed?
14. Please describe the organization of the company.
15. When could I start?

Interviewing Tips

DO'S:

- Greet your interviewer with a firm handshake and a smile
- Make good eye contact
- Never sit until asked to do so
- Maintain good posture and don't fidget. Sit upright (do not slouch) in the chair
- Listen carefully and wait your turn to speak
- Dress professionally. Business suit only unless specifically told otherwise
- Arrive 10 minutes before your scheduled interview time
- Research the company and know the current issues (Get their annual report or look for their website)
- Know why you want to work for the company and how you can contribute
- Remember that anyone you come into contact with may have input into the hiring decision - always be polite
- Have relevant questions prepared for the interview
- Know what sets you apart from other candidates - what are your strengths
- Be prepared to translate your previous work experience, to relate to the position your interviewing for
- Practice before going into the actual interview
- Remember to ask for a business card
- Send a thank you letter to all the people with whom you have met
- Remember that firms are choosing from a number of qualified applicants: don't take rejection personally
- Talk with individuals who have previously worked in the company or industry you are interested in
- Have a clear understanding of what you want to get across in the interview
- Think about the interviewer's questions before you give just any answer; make sure it clearly answers the question
- Document with notes after the interview for follow-up and thank you's
- Call if you are going to be late

DON'T:

- Arrive late
- Wear heavy make-up, cologne or perfumes
- Smoke before your interview
- Focus on your perceived weaknesses or lack of experience
- Be critical of employers
- Exaggerate or lie about yourself or your work history
- Arrive unprepared
- Ask questions for the sake of asking questions
- Ramble about non-relevant issues
- Show impatience with the interviewer, even if you have been kept waiting too long
- Assume that you know the outcome of the interview after it is over - you are not a mind reader
- Let the interview process stress you out
- Be afraid to use non-work experience to highlight a particular skill

30 Interviewing Questions To Be Ready For:

1. Tell me about yourself.
2. Why have you decided to change jobs? Why are you looking?
3. Why did you leave your previous position('s)?
4. What motivates you?
5. Describe your ideal job.
6. Describe your ideal manager/supervisor.
7. What salary/rate are you looking for?
8. How do you spend your free time?
9. What are your short, medium and long-term goals?
10. How do you react to criticism?
11. Tell me about yourself. How would you describe yourself?
12. What are your long and short-range career goals?
13. What are the most important things you are seeking in a career?
14. What do you consider to be your greatest strengths and weaknesses?
15. Site some examples of your ability to be a team player.
16. Why should I hire you?
17. How could you contribute to our organization?
18. Why did you choose the college you attended?
19. Why didn't you go to college?
20. What do you know about our organization?
21. Why are you interested in working for our organization?
22. What extracurricular activities are you involved in?
23. Are you willing to relocate?
24. What type of a work environment are you seeking?
25. What do you know about the position you are applying for?
26. What do you know about our industry?
27. What are you proudest of in terms of your accomplishments at you present position or former position?
28. What do you think will be the toughest aspects of the job if you were to accept the position? What will be the most enjoyable aspects - the least enjoyable?
29. What do you think your greatest contribution will be or what aspects of the job or the company do you think you would be able to make your greatest contribution to?
30. If you are selected for this position, how would you deal with the situation of individuals in the company who were competitors for the job for which you are being interviewed and who may feel that they are better qualified? (Some of them may be your subordinates.)