

Career and Job Placement Center

THE JOB INTERVIEW

What are Job Interviewers Looking For?

They want to find out:

Can you do the job? Will you do the job? How well do you fit in here?

The moment you enter into their line of vision, they are assessing:

Your social skills *Your manner of speech* *Your grammar*

Your clothing *Whether they like you* *Your sense of humor*

How you handle yourself in a tense situation *Your personality*

It is wise to consider that you are already being evaluated before you even get to the first interview question.

Some employers will ask Behavioral Questions.

Examples of Behavioral Questions are:

1. Tell me about a time when you objectively considered another's **ideas**, even if they conflicted with you own.
2. What happens when someone tells you something in confidence that you know should be shared with their supervisor?
3. Describe a time when you took the lead in changing a policy or a practice at work or your school.

What are they looking for in your answer? **PAR-** Problem, Action, Result

Or_ **STAR-** Situation/Task, Action, Result

Take time to prepare strategic answers in your upcoming interviews. Pick examples that show your highest level of competency. Think about how you can tell of your accomplishments in a conversational manner, and not in a boastful manner

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JOB INTERVIEW QUESTIONS

BEST QUESTIONS TO ASK IN A JOB INTERVIEW

1. What type of person do you think will be most successful in this job?
2. What would you list as the top challenges facing the candidate who accepts this position?
3. What are your top priorities for the candidate to accomplish after taking this position?
4. To whom does this position report? (Or who does this position report to?)
5. Assuming I am selected for this job, can you give me an example of what a typical day would be?
6. I would like to be offered this job. Now that we have spoken, can you identify any reservations you might have about my qualifications or experience? Can you outline any areas I would need to improve in order to be a more successful candidate?

If your interviewer's answer is yes—be prepared to state that you are willing to put in extra time to come up to speed in that area, and ask: "Would that help?"

WORST QUESTIONS TO ASK IN A JOB INTERVIEW

1. How long will this interview take?
2. If I get a job offer, how long do I have before I have to take the drug test?
3. I only have child care three days a week. Can I bring my kids the other days?
4. So what is it exactly that you guys do here?
5. Why do I have to fill out this application? It's all on my resume.
6. What should I do if it's raining (snowing); just stay home?
7. What is your policy on Monday absences?

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SUMMARY

It is important to remember: always answer the question being asked. Don't assume you understand the whole question before the interviewer is done asking.

TRUE OR FALSE?

1. The best qualified candidate always gets the job. _____.

False. : Most employers assess how you will fit into their department and organization. Or they may be persuaded into making an offer to someone from whom they can benefit politically

2. It is a good idea to schedule the interview with the position you are most interested in or has the most importance to you. _____.

False: Most interviews don't do well in their first interviews. Try to have a practice interview before you have the one that really matter.

4. You should wear conservative clothes to the interview. _____.

True: But be sure to wear what is considered conservative for your professional area or industry—not someone else's.

5. Take a planner and a notepad to the interview. _____.

True Take notes that will help you ask more engaging questions, or questions that will help you formulate the best Thank you notes.

6. The first few minutes of the interview are the most important. _____.

True: Most interviewers make up their minds quickly.

7. Your job in the interview is to sell yourself. _____.

True, Your whole job in the interview is to persuade the interviewer that you deserve a second interview or a job offer.

8. Preparing for a job interview is a waste of time. _____.

False: Preparing for an interview is the best use of your time---if you care about being seriously considered for the opportunity.

Interviewers today want to see immediate evidence that you are action-oriented, (“a go-getter”), engaged for the long term, committed, and curious—ready to learn new things. Your job as a job seeker is NOT just to get a job, but to get one that you will KEEP for either your short-term or your long-term requirements.