Interview Preparation

- Purpose of job interview is for the interviewer and job candidate to get to know one another
- Be prepared with knowledge of the organization
- Pay attention to the basics – be on time, dress appropriately, bring extra copies your resumes
- Be prepared to ask questions
- Turn your cell phone off!

Acknowledgement: The Manager's Book of Questions by John Kador
Frequently Asked Interview Questions

- What are your major strengths?
- What are your major weaknesses?
- What are your short and long term goals?
- What did you like most and least about your last job?
- How do you manage multiple tasks/projects?
- How do you deal with stress?
Interview Questions To Determine Motivation

- What motivates you to put forth your best effort?
- Most important job feature for you?
- Greatest accomplishment in a work environment and why?
- Example of a situation where you had to go above and beyond
Interview Questions To Determine Motivation

- What have you learned from your mistakes?
- Why do you think you will be successful in this job?
- What kind of supervisor is likely to get your best performance?
- What makes you proud of your work?
Interview Questions To Determine Motivation

- Tell me about a project that really excited you
- What new skills would you like to learn?
- How do you like to be managed?
- What are the most important rewards you expect out of your career?
Teamwork Questions

Ability to work in teams is emerging as a fundamental criterion for success in today’s cross-functional organizations.
Teamwork Questions

- Define cooperation
- What kinds of people do you like to work with?
- What kinds of people do you find it difficult to work with?
- How do you deal with people with different backgrounds and value systems from your own?
- Do you prefer working with others or alone?
Teamwork Questions

- What are your team player qualities?
- Tell me about a specific accomplishment you achieved as a participant in a team
- Tell me about an occasion when the team objected to your ideas. What did you do to persuade the team to your point of view?
Unacceptable Interview Questions

- Age questions - How old are you?
- Questions dealing with disabilities – What health problems do you have?
- Ethnic origin questions – What’s your nationality?
- Marital status – Are you married? Do you have children? Plan to have children?
- Questions dealing with religion – Is that a Jewish name? Any day of the week you cannot work?
Questions You can Ask

- How do you measure success?

  Ability to complete projects on deadline?

  Reach a certain benchmark in performance?

  Also ask about the typical career path for employee who successfully meets goals
Questions You Can Ask

- Can you tell me about the people I would be working with

  Note tone and energy when he talks about his team

  How long has he/she worked with them?

  Does he/she sound upbeat and positive?
Questions You Can Ask

- What’s your approach to problem solving?

  Indicates management style
  Does he/she make decisions independently?
  Delegates decisions to staff?
  Collaborative problem solving style?
Other Good Questions to Ask

- What are the primary duties of this position?
- What do you consider the most important skills or traits for someone in this position?
- What are the prospects for advancement in this position?
- What are the next steps in the hiring process?
Salary Questions

- When an interviewer asks your salary requirements, try first to gently deflect the question by inquiring about the salary for the position.
- If pressed for a number, give a range.