

Interview Guidelines

- Respond to questions briskly and concisely.
- Be certain you understand the questions. If a question is not clear, ask for clarification.
- Respond to questions asked. Don't volunteer information unless it is pertinent and positive.
- Watch for opportunities to ask questions that show you have done some homework on the company.
- Be sensitive to the interviewer. Notice the office surroundings, the desk arrangements, mannerisms, etc. Try to take stock of the interviewer's style and respond to questions in ways your intuition tells you.
- Strive to develop as quickly as possible a natural dialogue and rapport with your interviewers. But allow them to feel they are in control of the interview, even if you're doing most of the talking.
- When you answer questions, avoid the use of negative terms. Instead of "problems," talk about "challenges" or "opportunities."
- Try to discover all relevant details about the position to determine if you are seriously interested.

Interview Questions You'll Be Asked

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- What salary do you have in mind?
- What do you like most/least about your current job?
- What kind of work are you looking for?
- Where do you hope to be in five years?
- Why did you leave, or why are you leaving your current position?
- Can you explain why you've been out of work for so long?
- What can you offer us—why should we hire you?
- What accomplishment gave you the greatest satisfaction?
- What was your worst mistake?
- Do you have any questions?

If you find yourself getting all tangles up on certain questions, remember:

- Don't ramble, be brief
- Quit when you've answered the question
- If you can't answer, say so
- Use positive terms

Ask The Interviewer

- The company
- What plans does the company, division, and/or department have?
- What impact will they have?
- Are there any short-or long-term problems with financing, or marketing?
- Who are your key people and what are their backgrounds
- Do you have personnel problems?
- What is the company's management philosophy?

The Position/Products

- Why is the position open?
- What are the responsibilities and reporting relationships of the position?
- What are your six-month and one-year goals?
- What is the history and growth of the product line?
- Are there product line changes?

Your Final Interview Questions

- Don't ask these questions until the end of the interview process
- What are your Human Resource policies?
- What is your employee benefits program?

When do I become eligible?