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55

The Job Interview

PREPARING FOR AN INTERVIEW

Most people fear a job interview and are very nervous. However, with the right preparation, a person can significantly increase their chances of success and lower their anxiety level. Job candidates that prepare for a job interview are much more likely to obtain the job than those that do not. The key to success is to prepare and practice. The more you practice interviewing, the easier it will become.

The first step in achieving success in an interview is to research the company you will be interviewed by. Before the interview, it will be important to find out some key information about the business or organization. In the interview, employers will expect you to have some general knowledge about the company. In fact a very common question asked is, "*What do you know about our company?*" Not being able to answer this question properly can hurt your chances. Candidates that do effectively respond are looked at as being serious and enthusiastic about the job.



There are several ways in which you can gain valuable information about a business. If the company has a website, a person can go to their homepage. A company's website often has an abundance of useful information. A person can also use the library, career center or perform a general internet search to obtain information. It is recommended that you write a list of basic facts about the company such as the size of the company, the amount of employees, who the president of the company is, products or services offered, who their customers are, and any other facts you might find interesting or important.

Answer each question with a complete sentence on a separate piece of paper.

1. You can significantly increase your chances of success with an interview and lower your anxiety level by doing what?
2. What two things can you do in order to increase your chances of success at a job interview?
3. The first step in succeeding at a job interview is to do what?
4. Employers will expect you to know what?
5. What is a very common question asked in an interview?
6. How will effectively responding to the question "*What do you know about our company?*" make you appear.
7. What are three ways you can gain information about a business?

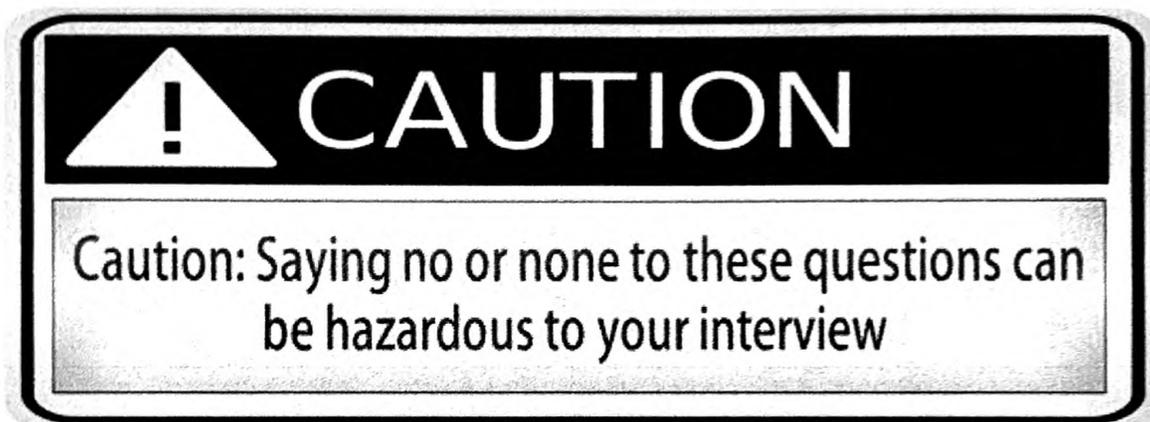
The second step to a successful job interview is to prepare your answers to questions that you will most likely best asked. Though you will not know the exact questions, most employers tend use similar interview questions. There are 10 interview questions that you should master; these are considered the most commonly asked interview questions by employers.

You should go through each question beforehand, thinking of how best to respond to each one. You will want to write out each response. It is important that you answer each question with a complete sentence, repeating the key part of the question. For instance, if you were asked “*What do you consider to be your greatest strength?*” you should respond by saying, “*I consider my greatest strength to be my strong work ethic.*” Responding with complete sentences clarifies your answers and highlights strong communication skills.



8. What is the second step to ensuring you have a successful job interview?
9. What interview questions do most employers use?
10. For each of the commonly used interview questions, what should you do?
11. When writing responses to the interview questions, how should you write them down and respond to them?
12. Why is it important to practice answering each question with a complete sentence?

Some of the ten interview questions can be more challenging than others. In fact, there are a few that regularly trip up interviewees. One of these is the question, *“Do you have any weaknesses?”* Often, in an interview, people say they don’t have any weaknesses. This is not an appropriate response. We all have weaknesses. You will want to select one weakness that is minor and doesn’t jeopardize your chances. Further, after you declare a weakness to the interviewer, it is recommended to tell them that you are working on improving it. For instance, an appropriate response would look something like this, *“One of my weaknesses is that sometimes I forget things; however, I am working on improving it by using a notepad.”*



Another question that many people don’t answer correctly is *“Do you have any questions for me?”* This question is asked at the end of an interview and is a very important question. You don’t want to say, *“No.”* You will want to ask at least one appropriate question. Asking a question shows that you are interested and eager to learn. A few excellent questions you can ask would be; *“Are there opportunities for advancement? Does the company provide training? What has your experience been with this company?”* However, there is one question you don’t and shouldn’t ever ask in an interview, *“How much does the job pay?”* It is considered inappropriate and an interview killer. Pay is only discussed and negotiated after an employer offers a candidate the position

13. With the interview question, *“Do you have any weaknesses,?”* in which way should you never respond?
14. What type of weakness should you select to share with the interviewer?
15. When declaring your weakness, it is recommended that you also tell them what?
16. At the end of the interview, when they ask if you have any questions, how should you respond?
17. Which question should you never ask?