

# Interview Preparation: Part I

MESA COMMUNITY COLLEGE CAREER AND RE-ENTRY SERVICES



## Top 5 Interviewing Tips

**Dress Professionally – It is recommended that you dress for one position higher than you are applying for**

**Arrive Early – You do not want traffic or parking issues to add to your stress, so leave yourself plenty of time**

**Have a Breath Mint – Especially if you are interviewing after lunch. You want to feel comfortable and confident.**

**Turn Off Your Cell Phone – Even an emergency can wait until after your interview.**

**Research the Employer Before the Interview – Having information about the employer will not only impress them, but help you to feel more confident about why you are the best candidate for the job.**



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## What is the interviewer going to ask you?

Getting ready for a job interview includes preparing yourself mentally. The best way to prepare yourself mentally is to know what may be coming. Take the time to understand some of the standard interview questions. Answer the questions by giving specific examples of how your skills and past experience will benefit the employer. A good form of practice is to have friends and/or family ask you some questions and critique your answers, or make an appointment with a Career Advisor for a Mock Interview.

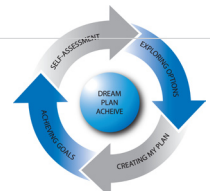
**The following is a selection of typical questions asked in an employment interview:**

- Tell me about yourself. *(This is your One-Minute Commercial, and can be asked at the beginning or the end of the interview!)*
- Why should I hire you?
- What is your long-term goal?
- Are you a team player?
- What is your greatest weakness?
- What is your greatest strength?
- If I were to ask your previous employer to describe you, what would they say?
- What qualities do you feel a successful manager should have?
- How would you describe your ideal job?
- What accomplishments have given you the most satisfaction in your life?
- Would you rather work with information or with people?
- What motivates you?
- Tell me about some of your recent goals and what you did to achieve them.
- How has your education prepared you for your career?
- What do you know about our company?
- How do you feel about working overtime?
- How do you spend your spare time? Hobbies?
- Do you think that your grades are a good indication of your academic achievement?
- How has your previous experience prepared you for this position?

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# Interview Preparation: Part II

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## What should you ask the interviewer?

Following is a selection of questions that an interviewee might ask in an employment interview. You can use these questions to demonstrate interest and enthusiasm. The last question the interviewer will probably ask you is "Do you have any questions?" Always have 2 or 3 questions in mind that you want to ask.

- Is this a new position?
- What do you consider an ideal experience for this job?
- Could you tell me where this job fits into the organization?
- What are some of the best results people in this job have produced?
- What are the primary results you would like to see me produce?
- May I talk with other members of the staff?
- Can you give me an idea of when you expect to make a decision?
- Why did you personally decide to work for this company?
- What are the opportunities for growth and advancement for this position?
- How is your company responding to competition in the \_\_\_\_\_ area?
- What is the anticipated company growth rate over the next three years?
- Why did the last person leave this position?
- When do you plan on making your hiring decision?

## TIPS FOR AFTER THE INTERVIEW

Thank the employer again with good eye contact and a firm handshake.

Ask the interviewer what the next steps are and when you can expect to hear from them (if they have not already mentioned it).

Be sure to send a thank you note (mail or email). Not only does it demonstrate good manners and professionalism, it leaves the employer with a positive impression of you.

Make notes about what you remember as soon as possible after the interview. The best way to learn from your experience is to write down what you liked and did not like about your interview, so you can refer to it and make improvements for the next one.



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