



INSTRUCTIONS

Answer the typical interview questions below. Pay particular attention to the advice given under each question.

Question:1 “Why don’t you start by telling me something about yourself?”

The interviewer must get to know you in a brief period of time and puts onus on you to set the pace of your own interview. Be brief in your comments - 3 to 5 minutes. Do not ramble. Organize your thoughts into a brief description of education, work history, achievements, and interests. Th interviewer will watch for your empathy, enthusiasm, energy level, effective communications, body language, etc. Do not oversell or be too modest.

Question 2: “What kind of job are you looking for, or what position do you feel best qualified to fill?”

Be very realistic as to the level of responsibility you can confidently handle. DO not limit yourself by naming a specific job title. Talk instead in terms of functional responsibility such as: Sales Management, Administration, Accounting Supervision, Junior Engineering, etc. This will allow the interviewer to consider you for several jobs in that approximate area of responsibility.



Question 3: “What are your long-range objectives?”

Tell the interviewer that you would like to join an organization in a position similar to the one you have been discussing. Indicate that you want to prove you can do an outstanding job and to be considered for promotional opportunities. If you would eventually like to become a member of the management team, say so. Avoid the overworked “I’d like to be sitting in your chair one day.” response.

Question 4: “What are your financial needs or requirements?”

Tactfully avoid naming any specific figure. There are many different ways of putting together a mutually agreeable total compensation package, combining salary, bonuses, commissions, profit-sharing plans, stock options, deferred compensation, etc. If you can first establish your competence to handle the job specification, then leave it to the interviewer to make you an offer in keeping within the company budget and what the job is worth to them.

Question 5: “When would you be available?”

Your best reply here is, “When would you want me to start?” If he names a date three to five weeks ahead, assure him that this would be no problem to meet. Allow for the two weeks’ notice to your present employer.

Question 6: “How do you feel about relocation?”

Do not state any preference at this time. Assure the interviewer that you are reasonably open and flexible. If you state a strong preference for one location at this interview point, it may limit further discussion.

Question 7: “What do you consider your strongest points?”

The interviewer is usually looking for strong and favourable personality characteristics. Be ready to reply with a few specifics, such as being a good communicator, people-oriented, innovative, high energy and drive level, or effective manager. If applicable, convey the fact that you have a good educational background and strong experience in a specific field.

Question 8: “What do you feel are your weakest points?”

Remember, we are all human and we all have weak points, but this question calls for careful planning and consideration in advance. Choose one or two so-called weak points which are not going to be detrimental to doing an effective job for that company. One example is the weakness of being impatient. This can be qualified with the comment that your impatience never led you to be seriously impulsive, and has not actually caused you any trouble.

Question 9: While you are here, I would like you to talk with our Mrs. Jones, the Department Manager.

Most important and worthwhile interviews are multiple. You will be referred to one or more company officials beyond your initial contact or to the person to whom you might eventually report. Regardless of how many interviewers you may be exposed to, always know the name, title, and function of the individuals who are interviewing you. Each of them is a unique individual and has a vote whether or not to hire you. Try to be relaxed, but at the same time very mentally alert during these interviews. Keep your eyes and ears open during a tour of the plant or premises. Answer questions concisely. Do not volunteer too many comments during your tour of the operation as you are on relatively unknown ground and run a big risk of being wrong in your observations.
