

# Interview Questions

## Preparation

Preparing for a job interview involves anticipating the questions employers are likely to ask. It also involves practicing the manner in which you formulate and express your responses. Consider the following list of possible interview questions and tips.

## Introductory Questions

These questions set the tone for the interview. Because you are most nervous at this stage, you are also potentially vulnerable, so always be prepared. It is your opportunity to tell your story-briefly. "Tell me about yourself" does not mean relate everything, just what is relevant in relation to the position you are seeking. Think of it in terms of Present-Past-Future

- What are you currently doing that qualifies you (degree, job)?
- What have you done in the past, (education, experience, skills learned, personality traits proven) that qualifies you
- How can you use all of this to be of benefit to this company in the future when hired

Everything must point to why you are the person they want and need.

## Sample Questions

- Why did you choose this occupation?
- Why should we hire you?
- Describe your career experience to date.

## Potentially Negative Questions

It is often easy to anticipate challenging questions, (gaps in employment, reasons for leaving etc..) Answer these directly, do not hope they won't come up. Prepare a convincing answer in advance.

- What do you consider to be your major weaknesses or areas for improvement?
- How do you deal with criticism?
- How well do you work under pressure?

While your responses are always to be honest, your result needs to convey what you learned from the challenge and what steps you have taken to handle it better next time.

## Questions to Ask

When it's your turn to ask questions in the interview, you should be prepared with a few good solid ones, 2-3 questions are adequate. Don't ask about salary or benefits. These questions also show the interviewer that you have done your homework, researched the company and are eager to learn more.

- What has been your experience with this organization?
- What will I be doing in a typical work day?
- Where does this position fit in the overall organization?

*To conduct an online mock interview, log-on to DragonTrail and select InterviewStream. InterviewStream allows you to critique yourself or email your interview link to others for assistance.*

## Interview Prep Sheet

### 5 Facts About the Company

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 5 Qualifications for the Job

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 5 Main Points About Yourself

1. *Knowledge*  
\_\_\_\_\_
2. *Experience*  
\_\_\_\_\_
3. *Skills*  
\_\_\_\_\_
4. *Personal Traits*  
\_\_\_\_\_
5. *Goals & Motivations*  
\_\_\_\_\_

### 5 Stories to Tell

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 5 Questions to Ask

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_