

Test your interview skills on some
“Virtual Job Interview” games:

[www.bbc.co.uk/northernireland/schools/
11_16/gogetit/getthatjob/interviewgame.shtml](http://www.bbc.co.uk/northernireland/schools/11_16/gogetit/getthatjob/interviewgame.shtml)

And

www.careerswales.com/quiz/game_job.asp

More sample questions available at:

[www.integrity-tr.com/oth-Interview-Questions-
List.html](http://www.integrity-tr.com/oth-Interview-Questions-List.html)



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“Ace the Job Interview”
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ACE THE JOB INTERVIEW!



*What to do before,
during and after a
job interview*

Typical Interview Questions You May Be Asked:

Standard Questions:

1. Tell me about yourself.
2. Why should I hire you?
3. What skills or experience do you have which apply to this particular job?
4. What are your salary expectations?
5. What do you know about our company and what we do?
6. Where do you see yourself in 5 years?
7. What are some of your weaknesses?
8. What strengths would you bring to this position?
9. How do you deal with stress?
10. How do you ensure you perform your job safely?
11. How do you normally handle criticism?
12. What type of work environment do you find motivating?
13. What was your worst supervisor like?
14. You don't have much experience. Why should I hire you?
15. Why did you leave your last job?



Behavioral Questions:

(These questions are used to understand behavior in certain situations.)

1. Tell me about a time you had to work as part of a team. What was the team's goal? What was your role and how did your team achieve their goal?
2. Tell me about a time when you had to do work you disliked. How did you handle it?
3. What was the biggest conflict you resolved on your last job? How did you handle it? What steps did you take to resolve it?

Situational Based Questions:

(These questions are used to obtain an understanding of your thought processes and logical thinking.)

1. You are dealing with a customer who needs a job completed but doesn't know what needs to be done. How are you going to ensure they understand what you need to do to get the job done?
2. You have a disagreement with one of your co-workers. Tell me about the steps you would take to resolve this conflict without it affecting your work.

Ace the Job Interview!

A guide for preparation

Before the Interview:

- **Research.** Find out some details about the company such as their mission statement. A lot of information can be found on the company website.



- **Prepare a Portfolio.** A portfolio is an expanded resume. It can include letters of recommendation, transcripts, pictures of work you've done, awards, and extra copies of your resume.
- **Practice! Practice! Practice!** Review some sample questions they may ask. Decide how you would answer these questions. Perform a mock interview with your Career Practitioner.
- **Dress for Success.** The general rule is *dress one step above* the work you will be doing. **Leave off the perfumes** and aftershave because your interviewer may be allergic. Take a shower and brush your teeth. Be neat and tidy.



Prepare your References:

- **Three references** are appropriate. These could be former supervisors, teachers, coaches or anyone who knows your work. Make sure you ask them what they would say about you if contacted and ask someone else if you don't like their answer.
- **Contact the references** to let them know you are going on a job interview and will be providing their names. Give them details about the job and let them know what you would like them to highlight.



Arriving at the Interview:

- **Know where you're going.** Write down any instructions given by the company. Use mapquest.com for directions, or do a trial run so you know how long your journey takes.
- **Do not bring friends or family** with you to the interview. Also, **turn off your cell phone!**
- **Arrive 15 minutes early.** This gives you time to make a quick stop in the washroom to check the mirror.
- **A firm handshake** is appropriate when introducing yourself.



During the Interview:

- **Follow the lead** of the interviewer. Don't sit down until invited to do so.
- **Smile and be enthusiastic!** Enthusiasm tells them you really interested in the job. Eye contact shows you are attentive and confident.
- **Don't glance at your watch.** This shows disinterest. Use your watch to be on time, but then take it off. Leave off any jewelry you might fidget with during the interview.
- **Avoid personal matters** such as family or financial situation. Keep the answers job related.
- **Positive answers** will give a good impression. Don't say negative things about past employers, teachers or co-workers.
- **Don't exaggerate or lie** about your skills, experience or abilities.
- **Ask questions** when appropriate. You are usually given an opportunity near the end of the interview.

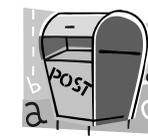


Sample questions you might ask:

- Can you describe a typical day on the job?
- Who will be my direct supervisor?
- How will my performance be measured?
- When do you expect to make a decision regarding this position?
- What will my salary be? What kinds of benefits do you have?

After the interview:

- **Don't linger.** Smile, shake hands, thank the interviewer for his or her time and then make a graceful exit.
- **Send a thank you letter.** In the letter, thank them for their time, restate your interest in the job and subtly remind them of your qualifications. Email or mail it the same day as the interview.
- **Follow-up** with a phone call. Don't wait for them to make the call.
- **Evaluate your interview.** Sit back and go over it in your mind. What do you feel worked and what didn't? What would you do differently next time?



You Got the Job! Now What?

- **When do you start?** Make sure you confirm your date and time to start work and who you report to.
- **Confirm your hours, salary and benefits.** Also confirm if there's any special clothing or equipment required to perform the job.