

EFFECTIVE INTERVIEW COMMUNICATION

Self-assessment and research are key to a great interview process. Candidates must be able to not only identify their strengths, but to supply supporting examples.

GET STARTED NOW!

The interviewer wants to know how you handle certain situations in the workplace by looking at previous behaviors. These are just a few examples of common questions candidates can expect to answer. Proper preparation can give you an edge—remember, you only get one first impression!

VERBAL & NONVERBAL CHECKLIST

- A **firm handshake**: Please **no** limp grips or knuckle crushers.
- Consistent eye contact**: In a group interview? Don't ignore the other panel members when answering.
- Body Language**: Good posture is a must and lean in slightly when the others are talking. Stay engaged with active listening!
- Hand gestures**: Keep those under control; no tapping or nervous jiggling.
- Stay aware; no negative talk, rambling, rapid speech, or overly loud or soft answers. Remember: **Calm, Cool and Collected!**
- If you don't understand** a question, simply ask, "Am I correct in understanding that you are asking..."
- Pace yourself** when answering. No one is running a race to see how fast you can complete the interview.
- Be honest** at all times. Integrity is a highly valued quality in today's world.
- Be yourself**: Beyond the professional skills and education you bring to the interview, the decision will be made based on whether your personality fits into the culture of the organization.

GENERAL QUESTIONS

Tell me about yourself: This is a brief summary of your resume, including relevant experience, accomplishments, and qualifications for the job—**not** your childhood, family, or hobbies.

What do you know about this organization: Research the company before you go in for an interview by looking at their website or other sites (Glassdoor.com). Get information on the company's mission, its key products or services, the market where it competes, and its overall reputation.

What is your greatest weakness/What would you change about yourself: Focus on work, not character weaknesses. Turn it into a positive. Ex: "I'm accused of being a workaholic. I like to stay and get caught up on the odds and ends before I go home."

Why should I hire you: Otherwise, "What can you do for me?" Highlight skills and how they relate and contribute to the company.

BEHAVIORAL QUESTIONS

Give me an example of a time when: Explain a situation, how you handled it, and what the result was. Try to pick a situation that is job related.

Give an example of any problem you faced at work, or with a coworker or supervisor: The manager wants to see how you define problems, identify options, decide on a solution to handle obstacles, and solve the problem... don't be negative.

DO YOU HAVE ANY QUESTIONS FOR ME?

 *Always have questions prepared for the interviewer and write them down.*

- What's the biggest change or challenge your group has faced in the last year?
- What's your (or my future boss's) leadership style?
- What's one thing that's key to this company's success that someone from the outside wouldn't know about?
- How did you get your start in this industry? Why do you stay?
- How does the company measure success?
- What type of experience and background are you looking for in the person who will fit this position? What would the "perfect" candidate look like?