

# Steps of a Job Interview

The essential parts & pieces to impressing your future employer.

## Know the Employer

- Research the company thoroughly.
- Know their market products and goals.
- Note useful facts.
- Understand how they see themselves.

## The Job Description

If a job description is available for the position you are interviewing for, think about how your experience and skills fit with each line. Consider examples and evidence to support your ability to excel at this job.

## Practice Perfection

- Consider the most often asked interview questions (including salary expectations) and be prepared to answer them.
- Give concise, complete answers.
- Maintain eye contact.
- Don't rush with answers and be clear.
- Be honest and considerate; if you require accommodation for the interview, let them know up front. If you require an accommodation to do the job asking at this point is at your discretion. You are not obligated to discuss the detailed nature of your disability, nor should you.

## Your Resume

- Type your resume. Never handwrite it
- Check to make sure your spelling and grammar are free of errors.
- Tailor your resume to the needs of the organization to which you are applying.
- Keep it concise and to the point. It's a resume not a biography

## Look Sharp, Be Sharp

- Suit up! A professional appearance is very important.
- Avoid wearing perfume, after shave or scented lotions. Don't let scents distract from what you have to say. (Do remember your deodorant) Go to bed early the night before the interview; showing up groggy leaves a bad impression.
- Arrive at least 10-15 minutes before your scheduled interview time.

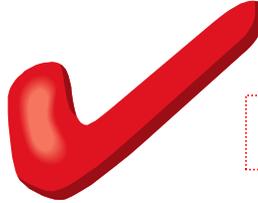
## Before you Walk

- Prepare 3 thought provoking questions.
- Ask questions that reflect interest in the companies future.
- Ask questions that project enthusiasm.
- Avoid asking anything that could be answered with a simple internet



# Do's & Don'ts of the Job Interview

	Do smile.	<b>X</b>	Don't over explain why you lost or left your last job.
	Do set yourself apart.	<b>X</b>	Don't fidget.
	Do remember to ask for the job.	<b>X</b>	Don't try to be all things to all people.



**Do Be Confident!!**

## Common Questions

The most asked questions in any job interview

Can you tell me about yourself?

Summarize your personality, skills, work experience and work history. Do not go on about hobbies.

Why do you want to work here?

Do not start with "because I really need a job and you were hiring. Talk about what you know and like about the company and match the job description to your abilities.

The average interview is approximately 40 minutes



Where do you see yourself in five years?

Talk about your profession goals as opposed to your dreams of winning the Lotto.

Why should we hire you?

This is the most important question you may be asked, and you should have a very good answer. Be polite, direct and honest.

Why did you leave you last job?

This is more of a test question. The interviewer wants to see what pushes your button and how you react. Keep your answer short, honest and pleasant.

It takes about 90 seconds for your interviewer to make an overall assessment of you.

**65%** of employers say that dress could be the deciding factor between two similar candidates in an interview.

..... and some not so common questions

Some interviewees like to make things interesting.

**How do you weigh an elephant without using a scale?** – IBM



**How would you sell me an invisible pen?** – Procter & Gamble



**If I put you in a sealed room with a phone that had no dial tone, how would you fix it?** – Apple Software Engineer



**You have a bucket of jelly beans. Some are red, some are blue, and some green. With your eyes closed, pick out 2 of a like colour. How many do you have to grab to be sure you have 2 of the same?** – Microsoft

