Interviewing Tips
Plan Ahead

• Do a little homework! Research the company and the position, as well as the people you will meet with at the interview. Review your work experiences. Be ready to support past career accomplishments with specific information targeted toward the needs of the company. Have your facts ready!
Role Play

• Once you have finished studying, begin role playing (rehearsing). Anticipate the questions that you will be asked. Write down answers if it helps to make your presentation more concise. Try to keep your answers to the information your new employer will want to know. Have your own questions ready.
During the Interview

• Maintain eye contact with your interviewer.
• Show with your interest that you want the job.
• Be positive. In particular, avoid negative comments about school or past employers.
Adapt

- Listen and adapt. Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general decor which will afford helpful clues to assist you in tailoring your interview.
Relate

• Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.
Encourage

• Encourage the interviewer to share information about his or her company. Demonstrate your interest by asking questions!
How to Respond to Questions

• The dreaded “Tell me about yourself.”
  – You WILL be asked this, probably first off, so prepare your response ahead of time – memorize it if necessary
  – Respond without hesitation and prepare an interesting opening:
    • For example, “The one word that best describes me is …, and that’s how I’ve approached my life and each position I’ve held”
    • Follow with a 1-minute summary or story that illustrates this
    • Focus on specific events or interests that are likely to be relevant to the employer
    • Do NOT apologize for what you cannot offer, or have not done
Questions You May Be Asked

• Tell me about yourself. (try to hold your response to 2 minutes)
• What do you know about our company?
• Why do you want to work for us?
• Why should we hire you?
• What can you do for us that someone else can't?
• What do you look for in a job?
• What skills and qualifications are essential for success in the position of software engineer?
• How long would it take for you to make a meaningful contribution?
Questions You May Be Asked

• How does this job fit into your overall career plan?
• Describe your management style.
• What do you believe is the most difficult part of being a supervisor of people?
• Why are you looking for a new job?
• How would other students describe you?
• How would your professors describe you?
• How would you describe yourself?
• Tell me about your last job.
Questions You May Be Asked

• What were your three most significant accomplishments in your last job?
• What are your three most significant accomplishments in your life so far?
• Can you work well under deadlines or pressure?
• Tell me about a time that you wanted something bad enough that you were willing to make sacrifices. What was the situation? What did you do? What happened?
Questions You May Be Asked

• How do you plan on keeping up with technological advances in this field?
• What are your long-term career goals?
• What are your strong points?
• What are your weak points?
• Describe a project you worked on in school that is relevant to this position.
• What position do you expect to have in 2 to 5 years?
• If you took the job what would you accomplish in the first year?
Questions You May Be Asked

• What kind of hours are you used to working or would like to work?
• Do you have your reference list with you?
• What salary do you expect if we offer you this position?
• What questions didn't I ask that you expected?
• Do you have any questions for me?
Questions You May Want to Ask

Memorize at least 3 of these, so you will be prepared:

• Why is this position open?
• How often has it been filled in the past five years? What were the main reasons?
• What would you like done differently by the next person who fills this position?
• What are some of the objectives you would like to see accomplished in this job?
• What is most pressing? What would you like to have done in the next 3 months?
Questions You May Want to Ask

• What are some of the long term objectives you would like to see completed?
• What are some of the more difficult problems one would have to face in this position?
• How do you think these could best be handled?
• What type of support does this position receive in terms of people, finances, etc?
• What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
Questions You May Want to Ask

• What advancement opportunities are available for the person who is successful in this position, and within what time frame?
• In what ways has this organization been most successful in terms of products and services over the years?
• What significant changes do you foresee in the near future?
• How is one evaluated in this position?
• What accounts for success within the company?
Questions You Should Not Ask

• How much does the job pay?
• Will I need to work overtime?
• How soon will I be eligible for a promotion?
• Do you offer flexible scheduling?
• What benefits do you offer?
At The End of the Interview

• Reiterate and emphasize your interest in the position
• Ask about the next step in the hiring process
• When will you hear back from them?
• Thank the interviewer
• Shake hands – firmly, while looking him or her directly in the eyes