



Tips for a Successful Interview

Interviewing is an essential part of your job search. Good interviewing techniques will improve your results and help you get hired. Follow these successful interview tips and increase your chance for employment.

Practice

- Prepare an interview space
- Dress the part
- Recruit a friend/family member
- Practice answering interview questions

Poise

- Smile & give firm handshake
- Keep your composure
- Be clear and concise
- Good posture & stance
- Stay confident & positive

Present

- Dress for success
- Be on-time
- Introduce yourself politely
- Be respectful to the interviewer(s)
- Bring a resume

Look at the interview as a conversation, but don't get too relaxed. It is a time for the employer to find out about you and a time for you to find out about the employer. The employer will ask you several questions and then allow time for you to ask them questions.

Practice Questions

Practice responding to these questions in a manner that highlights your accomplishments.

- Tell me about yourself.
- Why do you want to work for this company?
- What interests you about this position?
- What type of salary do you expect to be earning in five years?
- Why should I hire you?
- What do you consider to be your greatest strength? Your biggest weakness?
- Describe a situation/project where you had to be a problem solver.

- How do you handle working under pressure?
- What has been your greatest accomplishment?
- What has been your greatest failure? What did you learn from it?
- Do you prefer to work alone or with others?

Follow-Up Questions

Here are some questions that you might want to ask.

- What might a typical day look like?
- Where does this position fit into the organization?
- What kind of skills are you looking for?
- What are the advancement opportunities available for this position?
- What are the next steps?



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