

Behavioral Interview Questions

1. Give an example of a time when you had to handle a difficult situation with a subordinate/co-worker and how you resolved it.
2. Give an example of an accomplishment or goal you reached and how you achieved it.
3. Tell us about a time when deadlines on multiple projects threatened to force prioritization and delay of one or more projects. How did you deal with the issues and how did you resolve the situation?
4. Give an example of a time when you successfully engaged peers in other departments to achieve an objective or goal.

Include in your answers:

Specific situations in your career

Tasks accomplished and results for the organization

Actions you took that made a positive difference

What you learned from the experience

Questions to Ask the Interviewer

1. Why is this position open?
2. What are the objectives you would like this position to accomplish in the next 3 months---in the next 2 years?
3. What support from other departments can this position expect? Is this a change from the past?
4. Will I be able to establish my own objectives and deadlines based on goals required for my position?
5. What do you see as the major challenges for the company in the next 5 years, and how will this position contribute to solutions for those challenges?
6. Do you foresee significant changes in the near term for the company?
7. When you make a decision about filling the position?

Tips to Make the Interview A Success

1. Plan ahead! Do a little homework—research the company, the web site and the position. If you know who will be conducting the interview, research that position through news releases, web site information.

2. Customize your resume to fit the position if possible. Make sure your resume supports past career accomplishments.
3. Include a broader set of skills in the resume as additional support information. Try to determine ahead of time the relationship of the position to key decision makers in the company.
4. Work with your spouse or a close business associate to role play and practice the interview. Find questions typically used in interviews; write out your answers ahead, making sure they are concise and to the point.
5. Maintain eye contact with the interviewer. If more than one interviewer, glance around at others as you answer the question, but keep the main focus on the interviewer with the question.
6. Stay positive in your comments—no negative comments about past employers. In fact, burn no bridges while you are moving through the job search.
7. Actively listen to the question and adjust to the style of the interviewer. You may feel the need to be more direct and candid in your answers with some interviewers, but take your clues from their style and body language. Remember, they are watching your body language as well!
8. Notice the surroundings if you are interviewed in the company's office. Details of décor/office layout/clutter can be clues regarding expectations for you should you join the company. You may be able to formulate a question on culture of the office or company from these clues.
9. Pay attention to the questions, but try and direct the answers toward your accomplishments relevant to the position being filled.
10. If you are unclear about what is being asked, don't hesitate to ask for clarification. However, be careful to not overuse this.

11. Also, if you simply need a few moments to thoughtfully assemble your answer, asking for clarification can be an effective tool.
12. Do not under-dress for the interview. Unless instructed beforehand by the interviewer to dress casual, opt for your “Sunday best” attire. Avoid “power” clothing options such as a solid red tie.
13. In the early part of your job search, arrange for three business and two personal references; clue them in before each interview to expect the possibility they may be contacted by “X” company.
14. Arrive early---at least 15 minutes—for the interview. Find a bathroom; make sure your hair/makeup is in place & that you present a tidy appearance. Take care of all other bathroom issues prior to the interview!
15. Get the name of the interviewer and use it during the interview—be personable, but not too direct.
16. Focus on remaining calm and relaxed during the interview---not too relaxed---don’t slouch.
17. Never chew gum or suck on a breath mint during the interview.
18. Request a business card at the beginning of the interview. You will need the contact information and exact title of the interviewer.
19. At the end of the interview, thank the interviewer for their time. Always leave a strong impression you are very interested in the job, and summarize in a sentence why you feel you would be a positive asset for their team. You want the offer to be made so the decision rests with you. You may have more than one job prospect underway, but should preserve the ability to make a decision if you receive multiple offers within days of each other.

20. Within 2 days, follow up with a thank you note or e-mail, again expressing sincere interest and providing comments as to why you would be a good fit in the position.

Typical Standard Interview Questions

1. Tell me about yourself.
2. Tell me about your past positions and accomplishments---try to keep your answer to 2 minutes.
3. Why should we hire you?
4. How or what do you know about our company?
5. How does this position fit with your career goals?
6. How would colleagues/your previous boss describe you?
7. How would you describe yourself?
8. What are 3 or 4 accomplishments during your career of which you are most proud?
9. What are your strengths (assets)/weaknesses? All of us have weaknesses, but the point is that you know what they are and staying positive during the interview by describing improvement or the fact you are actively working to improve in certain areas. They may ask how, so be prepared to answer.
10. If the position is offered and you took it, what accomplishments could you contribute in the first year?
11. Can you explain your salary history?
12. Can you work effectively under deadlines with multiple tasks?
13. What questions didn't I ask that you expected?

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Include in your answers:

- Specific situations in your career
- Tasks accomplished and results for the organization
- Actions you took that made a positive difference
- What you learned from the experience