



JOB INTERVIEW OUTLINE

"No matter how many thousands of questions an interviewer could theoretically ask you, they all boil down to just five."

1. Why are you here? What about our company attracted you?
2. What can you do for us? How can you contribute to our products or services?
3. What distinguished you from 19 other people who can do this same job?
4. Will you fit in? Will you get along with, or irritate, all my other employees?
5. Can I afford you? (Know what your worth professionally. You can research this online. Never do salary negotiation until, in the second, or third interview, they have definitely said they want you. Always let the employers state a figure first.)

Some examples of how those 5 are conveyed specifically follow:

1. Tell me about yourself
2. What are the most important rewards you expect in your career?
3. What kind of boss do you prefer? How did your last boss treat you?
4. What was the last problem you had at work and how did you deal with it?
5. What was the biggest mistake you have made and how did you deal with it?
6. Why should I hire you?
7. What are your salary expectations?
8. How do you feel about overtime?
9. What do you consider your greatest strength?
10. Tell me about your weaknesses? Areas of needed improvement?
11. How would a friend/coworker/teacher describe you?
12. What college classes/subjects did you like the best? The least?
13. Are you willing to relocate?
14. What did you enjoy most/least in your last job? Why?
15. Where do you see yourself in 5 years? Why?

NOTES: Remember - All questions have a hidden question. You must always answer the hidden question. Example: How do you feel about working overtime? Means: Will you do whatever it takes to get the job done? Can we count on you in a pinch?

Read the job description before an interview. The job description contains the necessary skills and you can match your relevant experience to those skills. SELL yourself to those skills and to the needs of the company overall! REHEARSE YOUR ANSWERS TO THESE QUESTIONS...PRACTICE WITH YOUR CLASSMATES, YOUR FRIENDS, OR IN THE MIRROR.



ASKING JOB INTERVIEW QUESTIONS

Always have questions prepared to ask an interviewer. The interview is as much a chance for you to interview the company and assess them and the position as it is for you to be interviewed.

1. How would you summarize the top three priorities in this position?
2. Can you describe your ideal candidate?
3. What kind of training can I expect?
4. Can I use my art and design skills in this position?
5. Can you tell me some of the career paths available within your company?
6. To whom would I report?
7. When will the first job performance evaluation take place?
8. How long have you been with the company?
9. What are some of the objectives you would like to fill in this job?
10. What are the company's short and long term goals for the future?
11. When will the hiring decision be made?

NOTES: Remember - Find out, at the start, what the employer wants so you can sell yourself to the needs of the company. Always: Ask the first two questions as soon as you can in order to know how to sell yourself.



JOB INTERVIEW DO'S

DO...

- Turn off your cell phone BEFORE the interview
- Plan to arrive early. Account for time to find the building, check in with security, use the restroom, etc.
- Relate your skills & experience to the job to which you are applying
- Use examples to illustrate a point. If you are detail minded – use an actual example or story to enhance it
- Know “your story” and your elevator pitch. Rehearse it.
- Ask questions – they show interest, intelligence and thoroughness
- Know the company profile and the job description. Be informed and educated by conducting prior research
- Listen carefully, THINK before answering
- State career or job changes as moving FORWARD to something better, NOT as leaving something
- Make sure your portfolio is uploaded to your desk top, easy to access and does not require internet access.
- Make sure your hands and nails are clean – details count
- Make sure your hair is in place, off your face and clean – people look at your face. Keep your hands away from your hair and your clothes
- Look the interviewer in the eye and SMILE
- Shake the interviewer’s hand. Be confident and shake with a firm grip.
- Let the interviewer set the pace of the interview discussion and portfolio viewing
- Ask the interviewer when you can contact him / her to follow up
- Be enthusiastic and positive at all times



Do dress-up for the interview



Do dress according to company code



Do wear nice jeans if appropriate

JOB INTERVIEW DON'TS



DON'T...

- Be late!
- Have anything in your mouth except your smile
- Keep adjusting your clothes, fiddle with your hair, wear loud jewelry or wear strong perfume
- Read documents on the interviewer's desk
- Give one-word answers such as "Yes" or "No"
- Interrupt or talk over the interviewer. Don't dominate the conversation in an inappropriate way
- Say "Y' know" or "Um" or slang words
- Brag, lie or overstate
- Criticize your present or previous employer. Remember, state job changes as moving FORWARD to something better, NOT as leaving something
- Look at your watch during the interview
- Quote a salary



Don't be too casual or revealing.
Don't wear shorts or short skirts



Don't wear sunglasses
or hats.



Don't show cleavage

NOTES: If you have tattoos, consider your audience when going on an interview. As an example, a conservative architecture firm may not want clients to see employee's tattoos so consider covering up with a scarf, a high collar and or full sleeves. Use your best judgment to present yourself professionally.