

# Interview Practice (1/2)

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## The Interview: Make a Good Impression

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The average American will have as many as 20 different jobs in his or her working lifetime. Getting the job will largely depend on how well you do in an interview.

### Directions

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Find a partner and work on the following questions. Knowing yourself and preparing answers to these common interview questions can make a big difference in whether or not you get the job.

After you have prepared by writing out your answers and practicing them, go through a mock interview. One person will be the employer asking the questions, and the other will be the prospective employee. A good interview includes you asking the employer a few questions. Use the evaluation form to give your partner some constructive feedback. Switch roles and go through the interview again.

### Interview Tips

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Before you begin, review the following interview tips:

- » Dress professionally and be well-groomed.
- » Do not slouch or chew gum.
- » Arrive 10–15 minutes early.
- » Be personable. Connect with the interviewer. Ask questions about their career or find a commonality with your interviewer like a hobby or favorite sports team.
- » Be yourself. You will be perceived as authentic and trustworthy.
- » Be organized. Bring extra copies of your résumé and a notepad to jot things down.
- » Keep it positive. Never say anything negative about past employers or work experiences. Always try to say something positive about the experience.
- » Show interest and be enthusiastic. Ask questions that build on your interview discussion.
- » Do not bring up the issue of salary during your first interview. Find out all you can about the general salary levels of the company beforehand. If the employer asks you about salary expectations, try to give a general answer.
- » Ask your interviewer when you can expect to hear from them.

# Interview Practice (2/2)

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## Directions

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Work with a partner to go through a mock interview. Then, switch roles (one person will be the employer asking the questions; the other will be the potential employee answering the questions).

During the mock interview, the person asking the interview questions should take notes in order to complete the evaluation form and give feedback to their partner.

## Popular Interview Questions

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- » Tell me about yourself.
- » What are your greatest strengths?
- » What are your biggest weaknesses?
- » What are some of your most significant accomplishments?
- » What are your interests and hobbies?
- » Why do you want to work for this company?
- » What computer skills do you have?
- » Do you prefer to work alone or as part of a team?
- » How do you work with a team and how would you resolve conflict within a team?
- » Describe a tough situation you have encountered and how you dealt with it.
- » Describe your ideal work environment.
- » Why are you leaving your current job?
- » Why should we hire you for this position?

## Questions to Ask the Employer

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- » What does a typical workday look like?
- » Are there any travel requirements for this position?
- » What opportunities for advancement does the company offer?
- » What training is available to employees?
- » How would you describe your management style?
- » Could you tell me about the company's mission or philosophy?