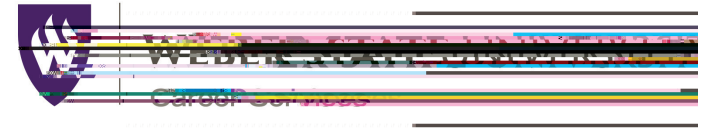


QUESTIONS GUIDE



COMMON INTERVIEW QUESTIONS

To best prepare for the interview, consider questions employers may ask and practice how you'll respond to those questions. Know the job description well and tailor your skills and experience when answering questions during the interview.

Interview question categories to prepare for:

Education Experience &

Here are some sample questions, along with suggestions on how to approach them:

What are your greatest strengths?

- Identify your strengths and prepare examples of how you've used them in the past. Practice your responses so you can speak clearly and confidently.

What are your biggest weaknesses?

- Identify your weaknesses and prepare examples of how you've worked to improve them. Avoid weaknesses that are directly related to the job requirements. Answer honestly, but focus on the steps you've taken to address the weakness.

Where do you see yourself in the future?

- Think about your long-term career goals and how this position fits into your plan. Answer honestly, but focus on the skills and experience you can gain from the position.



QUESTIONS TO ASK

The interview is a two-way process for both you and the employer.

Ask applicable questions throughout the interview to see if the job is a good fit for you.

- Ask questions about the company, the position, and the team you'll be working with.
- Ask about the company's culture, values, and mission.
- Ask about the job's responsibilities and expectations.
- Ask about the company's growth and future plans.

- Ask about the company's benefits and compensation.
- Ask about the company's training and development opportunities.
- Ask about the company's work-life balance and flexibility.
- Ask about the company's diversity and inclusion efforts.

QUESTIONS TO AVOID

- Salary, benefits, time off or schedule flexibility, raises and promotions.

that aren't applicable to the job.

BEHAVIOR BASED QUESTIONS

Employers want to picture what it would look like to have you as part of their team. For behavior based questions, prepare quality examples that follow this basic format:

YOUR CONCLUSION

At the end of the interview they may ask, “Why should we hire YOU?” Here are some helpful tips for answering that final question:

This is your final ‘sales pitch’ to the company - it should be as polished as your introduction.

Re-emphasize key points from the interview - skills, highlights in your education and experience, characteristics, etc.

Reiterate how you meet the qualifications. For example, what are the three most important things they need to remember about you?

Remind them of how you fit within their company culture, mission statement, etc. Show off your company knowledge!

Display your confidence and enthusiasm, but avoid being arrogant.

Always end your time together with a smile, a thank you, and a firm handshake. Don't be afraid to ask for feedback from the hiring manager.

AFTER THE INTERVIEW

After the interview and re-do n:

Names of committee members

Questions asked and how you responded

What went well and how you could improve

Questions or items to discuss in a second interview

Follow-Up:

Send a thank you email or card to the hiring committee within 24 hours with the following points:

Thank them for their time and consideration.

State your interest in the position and motivation to do it well, and briefly reiterate your qualifications.

Share your intent to follow up regarding their decision if you

they provided.