

TYPES OF JOB INTERVIEWS

COMMON TYPES OF JOB INTERVIEWS

One on one

Body language and a smile go a long way in this setting.

Panel

Look primarily at the person asking questions, but be sure to smile and look at each person present.

Second

These interviews are generally about “fit and personality” more than skill.

LESS COMMON TYPES OF JOB INTERVIEWS

Phone

Be sure that there is no background noise. Standing during a phone interview allows for more confident posture and voice tone.

Skype

Be sure that the area behind you is free of clutter and people and that there is no background noise.

Testing

Be sure to get good rest the night before and eat a wholesome breakfast in preparation.

Group

Consider this an excellent opportunity to both stand out from the crowd but also to display your interpersonal and soft skills.

Lunch

Order a simple meal so that your focus is on the conversation.

Working

Treat this like an interview – arrive early, go above and beyond; take initiative and do not just wait to be handed an assignment.

8 EXAMPLES OF QUESTIONS TO ASK

Now it's your turn to make sure this role is the right fit for you.

1

What traits did the previous person in this position have that made them successful?

2

How would you describe the company culture?

3

Tell me about the team that I will be working with.

4

Walk me through a typical day in this position.

5

How is performance measured?

6

What kind of continuing education and training is provided?

7

What drew you to this company?

8

What are the next steps from here?

9 INTERESTING INTERVIEW QUESTIONS

AND THE “WHY” BEHIND THEM

1. **Question:** If you had a million dollars to launch your best entrepreneurial idea, what would your plan look like?

Intention: To check how strong your ability to plan is.

2. **Question:** If you were to write an autobiography, what would the title be?

Intention: To see how you think.

3. **Question:** If you were shrunk to the size of a pencil and put in a blender, how would you get out?

Intention: To see how well you solve a problem.

4. **Question:** How many quarters would you need to reach the height of the empire state building?

Intention: To check your quantitative reasoning. The interviewer may also be looking to understand your problem solving process.

5. **Question:** If asked, how would your friends describe you?

Intention: To understand if you are a people oriented person who can speak honestly and openly about themselves.

6. **Question:** Tell me about the worst boss you ever had.

Intention: To understand how much a candidate has learned from previous bad experiences with managers. Remember to always stay positive, even though you are discussing a less than positive situation.

7. **Question:** Tell me about a time that you failed.

Intention: No one wins all of the time, so discuss openly what you learned from that situation. The interviewer may also want to hear how you handled any resulting fallout.

8. **Question:** What book are you currently reading?

Intention: The interviewer is exploring your intellectual curiosity, your interests or perhaps how in tune you are with industry or professional trends.

9. **Question:** Tell me about a time you faced an ethical dilemma.

Intention: The interviewer is looking for evidence of your personal high ethical standard and honesty.

8 COMMON INTERVIEW QUESTIONS

and how to answer them in a powerful way.

1. Question: Why should I hire you?

Answer: Tie your previous accomplishments with the needs of the position for which you are interviewing. Be sure to do this with confidence and enthusiasm.

2. Question: What salary do you think you deserve?

Answer: It is wise to research and know what the median salary for this position in your area is, but leave negotiations to the second interview.

3. Question: Give an example of a time when you showed initiative.

Answer: Employers value initiative – share about an example of when you took action on your own and what the outcome was.

4. Question: Where do you expect to be in five years?

Answer: Be sure to align your answer with the organization's goals, along with your personal aspirations as they relate to the company at hand.

5. Question: What other companies are you interviewing with?

Answer: Be honest. You can say that you are exploring other positions in the same industry that match your skills and interests.

6. Question: What motivates you?

Answer: Share examples from extracurricular activities, hobbies or previous work experiences and why you were motivated by them.

7. Question: How do you manage your time and prioritize tasks?

Answer: Be ready to describe in detail what tools that you use to prioritize and manage to do lists and your time.

8. Question: What is your biggest weakness?

Answer: Include the ways you are overcoming and strengthening an area of opportunity and success against that effort.

RÉSUMÉ ACTION WORDS

Adverbs to give your résumé spice

Accurately	Consistently	Patiently	Steadily
Actively	Diligently	Pleasantly	Strongly
Assertively	Efficiently	Proficiently	Successfully
Competently	Energetically	Reliably	Thoroughly

Bloom's Taxonomy Action Verbs

Knowledge: *Remember previously learned information.*

Arrange
Define
Describe
Duplicate
Identify
Label
List
Match
Memorize
Name
Order
Outline
Recognize
Relate
Recall
Repeat
Reproduce
Select
State

Comprehension:

Demonstrate an understanding of the facts.

Classify
Convert
Defend
Describe
Discuss
Distinguish
Estimate
Explain
Express
Extend
Generalized
Give example(s)
Identify
Indicate
Infer
Locate
Paraphrase

Predict
Recognize
Rewrite
Review
Select
Summarize
Translate

Application:

Apply knowledge to actual situations.

Apply
Change
Choose
Compute
Demonstrate
Discover
Dramatize
Employ
Illustrate
Interpret
Manipulate
Modify
Operate
Practice
Predict
Prepare
Produce
Relate
Schedule
Show
Sketch
Solve
Use
Write

Analysis: *Break down objects or ideas into simpler parts and find evidence to support generalizations.*

Analyze
Appraise
Breakdown

Calculate
Categorize
Compare
Contrast
Criticize
Diagram
Differentiate
Discriminate
Distinguish
Examine
Experiment
Identify
Illustrate
Infer
Model
Outline
Print Out
Question
Relate
Select
Separate
Subdivide
Test

Synthesis: *Compile component ideas into a new whole or propose alternate solutions.*

Arrange
Assemble
Categorize
Collect
Combine
Comply
Compose
Construct
Create
Design
Develop
Devise
Explain
Formulate
Generate

Plan
Prepare
Rearrange
Reconstruct
Relate
Reorganize
Revise
Rewrite
Set up
Summarize
Synthesize
Tell
Write

Evaluation: *Make and defend judgments based on internal evidence or external criteria.*

Appraise
Argue
Assess
Attach
Choose
Compare
Conclude
Contrast
Defend
Describe
Discriminate
Estimate
Evaluate
Explain
Judge
Justify
Interpret
Relate
Predict
Rate
Select
Summarize
Support
Value

Words to avoid

Tries
References available upon request
Objectives
Responsibilities include
Loves

Examples of skills valued by employers

Customer Service
Communication
Leadership/Management skills
Planning/Organizing
Problem solving/Creative reasoning
Teamwork



MOST DESIRED SOFT SKILLS



FIRST IMPRESSIONS: YOU ONLY GET 1 CHANCE!

GETTING IN THE ZONE

Visualization: See yourself in action – sitting tall, answering confidently, smiling and feeling calm. What you see is what will be!

Power Posing: Super hero poses have been proven to infuse confidence into the psyche. For more info, check out the TEDTalk called “Power Poses”.



Preparation



Business Professional
Dress



Be Early



Phone Off



Firm Handshake



Write Notes



Smile



Body Language



Portfolio, Résumé,
Notepad, Pen

10 SECRETS TO A POWERFUL RÉSUMÉ

1. Read the job description before you send in your résumé and make sure you want to do the job and are a good fit.

2. Research the company, learn about its mission statement, and determine whether this is a company where you would like to work.

3. In addition to work experience, be sure to list any volunteer activity, clubs and associations, certifications, leadership roles , etc.

4. Ensure you list all languages you've mastered on your resume.

5. Choose a font like Arial, Calibri, Century, Times New Roman, Garamond, or Georgia.

6. Use ACTION words to describe your roles and accomplishments. Be sure the verbs are all in the same verb tense.

7. Keep all information on the résumé tightly focused to the specific job that you are applying to and embed any relevant key words or buzz words.

8. Print your résumé on 20 – 24lb white or off-white paper so it will remain readable if faxed or copied multiple times.

9. Remember, it only takes a hiring manager 5 – 7 seconds to make a decision upon first glance at your résumé. Make it count!

10. Read your resume out loud to identify any typos or errors. Ask someone else to proofread for spelling errors and continuity of periods.