

Interviewing Basics

Bring the Essentials

Always bring at least two copies of your resume as well as a pen and paper for jotting down notes.

Top 5 Skills

Instead of trying to memorize answers to hundreds of interview questions, memorize your top five skills. You can answer just about any interview question by framing a response around a particular skill. Make sure to have at least one success story for every skill you pick. These will prove to the interviewer that you live up to your claims. Review the job posting for the position to help you decide which qualities would be most important to the company.

Answer the Question the Interviewer Asks

Even if you do not think you have a good answer to the question, never try to sidestep what's being asked. Also, avoid unnecessary details or pointless tangents. It is easy to lose the interviewer if you do not get to the point quickly, so keep answers succinct and on topic.

C.A.R. Technique

This is a formula for answering behavioral questions, which start like, "Describe a time when..." or "Tell me about a time where you..." These questions require specific examples of situations you encountered in the past. The C.A.R technique is an easy way for you to walk the interviewer through your experience.

Challenge: Describe a situation where you faced a difficult challenge on the job.

Action: Talk about the steps you took to remedy the situation.

Result: Describe how your actions led to a positive outcome.

Prepare Questions of Your Own

Interviewers always ask, "Do you have any questions for me?" This is your chance to separate yourself from the other candidates, so take it. Ask smart questions that reflect your interest in the job and show you've done your homework.

Examples of Questions You Could Ask:

Questions About the Role

Was this position created or am I filling a spot left from someone else?

Where have successful employees who previously filled this position progressed?

What do you expect me to accomplish in the first 60 to 90 days?

Questions About the Company

What gets you most excited about the company's future?

What areas do you want to improve within the company?

What's your favorite office tradition?

Wrapping Up Questions

Are there any areas where you feel unsure about my skills?

This sounds like something I would really enjoy. Do you see a fit here?

What is your timeline for making a hiring decision?



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