

## **Interview Skills - Rules to Follow (Fresno EOC, 2017)**

### Look Sharp

Before the interview, select your outfit. Depending on the industry and position, get out your best duds and check them over for spots and wrinkles. Even if the company has a casual environment, you do not want to look like you slept in your clothes.

### Be on Time

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

### Do Your Research

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs.

### Be Prepared

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

### Show Enthusiasm

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

### Answer the Question Asked

Candidates often do not think about whether they are actually answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.

### Give Specific Examples

One specific example of your background is worth 50 vague stories. Give examples that highlight your successes and uniqueness.

### Ask Questions

Many interviewees do not ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.

### Follow Up

Whether it is through email or regular email, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. You do not want to miss this last chance to market yourself. It is important to appear confident and cool for the interview. One way to do that is to be prepared to the best of your ability.

## **SAMPLE INTERVIEW QUESTIONS (Fresno EOC, 2017)**

1. Tell me about yourself.
2. What are your greatest strengths and weaknesses?
3. Where do you see yourself in five years?
4. What qualifies you to do this job?
5. What do you consider your greatest accomplishment?
6. What are you most passionate about? What motivates you?
7. What do you enjoy doing the most? The least?
8. Do you prefer to work independently or on a team?
9. What skills or experiences do you have that will make you successful?
10. Tell me about your previous job? Why did you leave?
11. How do you handle stress and pressure?
12. What have people criticized you for in the past?
13. Describe a difficult situation and how you overcame it?
14. What skills would you like to improve?
15. What makes you an ideal candidate for this position and company?
16. Give me two reasons why we should hire you.
17. Are you willing to work overtime? Weekends?
18. How did you hear about this job opening?
19. Is there anything more you'd like to know about this job or company?
20. What do you know about this company?