

Interview Tips and Questions



**SAN DIEGO
CITY COLLEGE**

TIPS FOR INTERVIEWING

Interview Tip 1:

Research the Company and the position that you are applying for. Spend time researching the company's mission and strategic goals. Be ready to support your educational and career accomplishments with specific examples targeted towards the company's needs, mission and goals.

Interview Tip 2:

Make sure you thoroughly review the job description and understand the responsibilities and qualifications required for the position. Once you have finished studying, begin rehearsing your responses to potential interview questions. It's also a good idea to think about any relevant experiences or skills you can highlight during the interview.

Interview Tip 3:

Have consistent eye contact with your interviewer AND the entire interview panel. Convey confidence while highlighting your accomplishments and successes. Use specific examples to illustrate your skills and experience and how they will benefit the company and position.

Interview Tip 4:

Avoid negative comments about past employers. Show enthusiasm and passion for the position and the company. This demonstrates your commitment and can make a positive impression on the interviewer.

Interview Tip 5:

Listen carefully to the interviewer's questions and make sure you understand before answering. Be sure to take a moment to gather your thoughts so that you can answer with a clear, concise response that thoroughly answers the question.

Interview Tip 6:

Send a Thank You!– Email interview panel to thank them for taking the time to interview you. Refer to the thank you email template on page 5.

SAMPLE INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What is your greatest accomplishment at work?
3. What is your greatest professional achievement?
4. Why should we hire you?
5. Give an example of where you've been able to use your leadership skills?
6. Where do you see yourself in five years?
7. What have you done at your present job that has had a positive impact on the organization?
8. What can you bring to the company?
9. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
10. What's a time you disagreed with a decision that was made at work?
11. Describe the relationship that you have with your current supervisor.
12. What kind of supervision do you have?
13. What would your first 3 months look like if we hire you for the position?
14. What do you like doing most in your present job?
15. Tell me about a time you made a mistake.
16. What is the most challenging task you have completed?
17. What would your boss tell me about your performance?
18. Why do you want to leave your current job?
19. How would your boss and coworkers describe you?
20. What are you passionate about?
21. What do you know about our organization?
22. What is it about the job that appeals to you the most?

SCENARIOS

Describe a situation in the past when you have worked without close supervision on a new or difficult task.

What was the nature of the work?

How did you go about completing the task?

Describe any help that you obtained during your work.

Would you have preferred more guidance with the work? Why or why not?

Describe how you have maintained work records to track progress on a project or to track progress towards achieving goals.

What type of records did you maintain?

What was your process used to maintain and track records?

How did you use the records?

Sometimes people with varying viewpoints have to work together on a project. Have you ever lead a group of people with varying viewpoints to work toward common objectives?

What different viewpoints were involved?

How did you motivate the group to work together to achieve a common goal?

What was the outcome?

Describe a time when you showed someone how to complete a task correctly.

How did the person react to your help?

Did the person's performance improve after?

Tell me about a recent situation in which you showed a lot of initiative.

What was the situation?

What did you do to show your initiative?

Describe a time when you had to balance several projects. How did you prioritize your time to complete the projects?

What factors did you consider in prioritizing the order of completing each project?

What was the result of your planning?

Tell me about a recent situation in which you tried to motivate a coworker or subordinate.

What did you do to motivate the person?

Were you successful in motivating the person?

How could you have been more effective?

QUESTIONS YOU MAY WANT TO ASK THE INTERVIEWER

1. How would you describe the company's culture?
 2. What are the biggest challenges the company is facing right now?
 3. What qualities and attributes make for a successful employee in this company?
 4. What are some of the objectives you would like to see accomplished in this job?
 5. What are some of the long-term objectives you would like to see completed by the new hire in this position?
 6. What are some of the more difficult problems one would have to face in this position?
 7. How do you think the company defines and demonstrates its values?
 8. What type of support does this position receive in terms of people, finances, etc.?
 9. What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
 10. What advancement opportunities are available for the person who is successful in this position, and within what time frame?
 11. In what ways has this organization been most successful in terms of products and services over the years?
 12. What significant changes do you foresee in the near future?
 13. How is one evaluated in this position?
- These questions are meant to help you prepare should you be allowed to ask follow up questions. Some questions may or may not be appropriate for your interview depending on the companies interview guidelines.

THANK YOU EMAIL TEMPLATE

Dear *Mr./Ms. Contact Person's Last Name*:

Thank you for taking the time to speak with me yesterday about the [position] with [Company Name].

It was a pleasure meeting with you, and I truly enjoyed learning more about the position and the company.

After our conversation, I am confident that my skills and experience are a great match for this position. I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up as you move forward with the hiring process.

If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Best regards,

Your Name