

Tips on Interviewing

Courtesy of TOPS, An SOS Staffing Solutions Company

Employers Generally Look for People Who Are...

Dependable	Innovative	Detail Oriented	Decisive
Flexible	Problem Solvers	Good	Assertive
Motivated	Ambitious	Communicators	Team Players
Goal Oriented	Quick Learners	Cooperative	Self-Starters
Creative	Organized	Time Wise	

Get Prepared—How Would You Answer These Commonly Asked Interviewing Questions...

1. Tell me something about yourself.
2. Why did you leave your last job?
3. What is your greatest strength/weakness?
4. Where do you see yourself in 3-5 years from now?
5. Why do you think we should hire you for this job?
6. Why do you want to work for this company?
7. What would you do if...?
8. Can you work under pressure?
9. What was your favorite job and why?
10. What was your least favorite job and why?
11. How do you handle difficult people?
12. How well do you do taking directions?
13. How is your experience and skills applicable to the work we do here?
14. What type of personalities do you prefer not to work with?
15. What kind of salary/compensation would you be expecting?
16. Do you have a means of transportation?



Avoid These Common Interviewing Mistakes...

- Arriving Late
- Arriving Too Early
- Dressing Wrong
- Smoking
- Drinking
- Not Bringing a Pen
- Chewing Gum
- Admitting a Flaw
- Name-Dropping
- Handshake Failure
- Glancing at Your Watch
- Bringing Along a Friend, Relative or Child
- Not Doing All Your Homework
- Not Knowing Your Own Strengths
- Asking Too Many Questions
- Not Asking Any Questions
- Inquiring About Benefits Too Soon
- Revealing Your Price Tag
- Crying Discrimination
- Bad-Mouthing Your Former Employer
- Losing Your Cool

