

Tips on Interviewing

Courtesy of TOPS, An SOS Staffing Solutions Company and Student Lingo

Employers Generally Look for People Who Are...

Dependable
Flexible
Motivated
Goal Oriented
Creative

Innovative
Problem Solvers
Ambitious
Quick Learners
Organized

Detail Oriented
Adaptable
Cooperative
Time Wise
Decisive

Assertive
Team Players
Self-Starters
Computer Literate
Good Communicators

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 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 are 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 Before Interview/
Smelling Like Smoke
- 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
- Checking Cell Phone
- Tapping Pen or Pencil
- Telling Jokes
- Using Slang
- Lie or Exaggerate
- Answering With A Simple
Yes or No
- Bring Up Personal Issues
- Acting Desperate

Do This...

- Research
- Dress to Impress
- Prepare Intelligent Questions
- Take Extra Resumes
- Make Eye Contact
- Shake Hands
- Introduce Yourself
- Be Positive
- Tell Your Story
- Emphasize "I Want This
Job"
- Answer the Questions Asked
- Write Thank You Note After