

AMTC – Alabama Mining Training Consortium.....
Interviewing Skills

Interview Do's

- Research the organization prior to interview
- Arrive 10 minutes early
- Dress appropriately and conservatively
- Be sure of exact time and location of the interview
- Offer a firm handshake at beginning and conclusion of interview
- Maintain eye contact
- Sit still, upright, attentive
- Have questions prepared and ask them
- Address interviewer by his/her title: Mr., Ms., Mrs., Dr.
- Be concise yet complete with your answers
- Express your appreciation for the interview
- Be self-confident but not arrogant

Interview Don'ts

- Don't make negative comments about previous employers/professors
- Don't falsify information on application or answers to questions
- Don't imply that you will only consider one specific job with that organization
- Don't give impression that you are only interested in job for its location, the pay, or you are just checking out employment possibilities
- If you choose to wear cologne/perfume, do so sparingly

Dress

Be sure not to wear your work or play clothes when interviewing. Appropriate composition is to look clean, neat and as professional as possible. Do not wear a hat, no gum or candy while interviewing and no shorts.

<u>Professional</u>	<u>Unprofessional</u>
Clean fingernails Combed or fixed hair Appropriate shoes, polished shoes Proper makeup, neat clean face Clothes: ironed, clean, proper fit, matching Business suit (if possible, not necessary) Matching pants, shirt, sports coat, clothes Dress pants, khakis, dress shirt and tie	Baggy stockings, saggy socks, baggy pants Shaggy hair, sloppy hair, greasy hair Boots, flip-flops, sandals Overdone makeup, shaggy or rough beard Pants: wrinkled, no belt, too loose Low necklines, high hemlines on women Gold medallions or any man jewelry Exposed midriiffs, revealing fashion, worn out pants, t-shirts

Common Job Interview Questions

1. Tell me about yourself.
2. What makes you think you are qualified to work for this company?
 - a. What do you bring to the table?
3. What makes you different from the other candidates I have interviewed?
 - a. Why should I hire you and not the other person?
4. What do you know about our company?
5. What are your long term and short term goals?
6. What do you want in your career?
7. Tell me about your experience.
8. What did you like (and not like) about your last job?
9. What are your strength and weaknesses?
10. Where do you see yourself in five years? In ten years?
11. Do you like working with others or alone? Why?
12. What do you think determines a person's progress in a company?
13. Define cooperation.

Prepare for Behavioral Interview Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me a specific occasion in which you conformed to a policy with which you did not agree.
- Give an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you or vice versa.

Asking Questions

Recruiters and employers expect applicants to ask questions. Be prepared: know about the company and have questions ready.

1. Will you please describe the duties of the job?
2. How does this job fit into the structure of the organization?
3. What characteristics do you seek most in people for this job?
4. Can you tell me about the possibilities for advancement?
5. What is the biggest problem facing your staff now? How have past and current employees had trouble solving this problem?
6. What have been the best results produced by people in this job?
7. If you hired me, what primary results would you like me to produce?
8. Can you describe the ideal candidate for this job?