



## INTERVIEW BEFORE THE INTERVIEW EXERCISE PART 1

The following chart includes some of the most commonly asked interview questions and some tips for answering each one. It's important to use your own words and style when answering questions and to give honest answers.

It's better to have "talking points" in mind rather than trying to memorize answers. Trying to memorize answers creates unnecessary stress for you and may give the appearance that you're not being yourself. For each question, write down some points you'd like to make as you answer. Make sure to include work-related accomplishments (STAR stories with situation-task -action-result) whenever appropriate.

Questions	Tips and Talking Points
<i>1. Tell me about yourself.</i>	Give work-related information. Include such things as education, experience and 3 to 4 strengths. Also include an accomplishment.
<i>2. What do you know about our organization?</i>	Do your research. Check the employer's website, and talk to anyone you can find who works there. Include information the organization's mission, services, products, markets, size, scope.
<i>3. What are your strengths?</i>	Give 3 to 4 work-related strengths. Give examples of accomplishments to illustrate.
<i>4. What are your weaknesses?</i>	Be prepared to talk about a time when you failed to achieve your goals. Keep it brief. Don't elaborate. Tell what you've learned or done to improve.



INTERVIEW BEFORE THE INTERVIEW      EXERCISE PART 2

Questions	Tips and Talking Points
<p><b>5. Tell me about a time when you achieved your greatest accomplishment?</b></p>	<p>Make it work-related, even related to the position for which you are interviewing. Don't hold back. This is a chance to shine. Use your STAR story to talk about the Situation, Task, Actions and Results.</p>
<p><b>6. What are you looking for in salary? What was (is) your last (current) salary?</b></p>	<p>Defer this question until later if at all possible. State that you are interested in the overall opportunity to contribute and grow. If you feel you must answer, talk about the total compensation and a salary range.</p>
<p><b>7. What are your career goals? Where do you want to be in 5 years?</b></p>	<p>Relate your answer to the position you are interviewing for. Talk about your desire to grow in your field and to contribute to the organization.</p>
<p><b>8. Why should we hire you? What contributions can you make?</b></p>	<p>Give 3 to 4 strengths supported by examples of accomplishments. Relate them to the needs of this employer/position.</p>



INTERVIEW BEFORE THE INTERVIEW EXERCISE PART 3

Questions	Tips and Talking Points
<p><b>9. Have you ever had a conflict with a boss or co-worker? How was it resolved?</b></p>	<p>Note that if you say no, most interviewers will keep drilling deeper to find a conflict. The key is how you behaviorally reacted to conflict and what you did to resolve it.</p>
<p><b>10. Why do you want to work for us?</b></p>	<p>Using what you know about the employer and position, focus on their needs and how you can meet them.</p>
<p><b>11. What do you find most attractive about the position we are discussing?</b></p>	<p>Talk about the challenges of the position and needs of the company, and then talk about how your strengths relate.</p>
<p><b>12. Why did you leave/are you leaving your last/current position?</b></p>	<p>Talk about your goals and your plans for meeting them. DO NOT say anything negative about any past employer or boss.</p>