

*Stress Interviews.* If you are going through a series of interviews, this type may be part of the series. These are used to see how you handle pressure. Difficult questions may be asked, you may have an impatient interviewer, or an interviewer who deliberately tries to destabilize you. This type of interview is unlikely for an entry-level position.

**Slick, slangy talk does not  
do the job  
they are interviewing you for.**

**Common Interview Questions.** Interview questions can certainly vary; however, there are some common questions. Here are a sampling of questions you may be asked during an interview. Some of these, or questions like them, *will* be asked. Think about these questions, consider how you would respond, and practice your response.

1. What interests you about this job?
2. How did you become interested in this field?
3. What two or three things are most important to you in a job?
4. What aspects of our organization/company interest you?
5. What do you think it takes to be successful in an organization like ours?
6. What do you see yourself doing five years from now?
7. How do you determine or evaluate success?
8. Are you willing to relocate? Any geographical preferences?
9. Why should I hire you?
10. What have you done that is applicable to this position?
11. This position requires that you \_\_\_\_\_. Describe in detail how your background experience will enable you to do this?
12. In what ways do you think you can make a contribution to our company?

13. What is your greatest strength? Greatest weakness?
14. How would you describe yourself?
15. How do you think a friend or professor who knows you would describe you?
16. What is most important to consider when dealing with \_\_\_\_\_?
17. If \_\_\_\_\_ occurs within this position, what would you do?
18. In what kind of environment would you be most comfortable?
19. Tell me about a problem you experienced and how you handled it. In retrospect, how would you improve on that?
20. What things do you find difficult to endure?
21. Tell me about a conflict you had with another person and how you dealt with it. Is this characteristic of how you generally approach conflicts with people?
22. How do you manage stress?
23. Can you work under pressure? Are you able to manage your time effectively?
24. How do you handle criticism?
25. Are you willing to admit to your mistakes?
26. Tell me about a mistake you made in the past and what you learned from it.
27. If you disagree with something your boss told you to do, what would you do?
28. Describe the relationship that should exist between a supervisor and subordinates.
29. What do you expect to be earning in five years?
30. Which is more important to you, the money or the job?
31. Do you have any questions?

**Dress appropriately.** If you have prepared properly, you know how employees typically dress. Do not dress as employees do, that is, as if you are going to work. You are not going to work. Do not wear a sweatshirt and sneakers. Do not dress like your professors.

At the same time, do not dress 25 times fancier than the standards of the company employees. As a general rule, a jacket/tie for men and a skirt/dress or pants/jacket for women is recommended. Some would say that you should always wear a suit to any interview, and you can follow that line. Here is where knowing about the corporate culture is important. You want to convey the impression that you will fit in. In a casual dress environment your interviewer may be wearing jeans. If you appear in a three-piece suit, both you and the interviewer may feel awkward and uncomfortable. Not too dressy, not too casual. You do not want your appearance to call attention to itself.

**Be punctual. In fact, arrive a few minutes before the scheduled time of the interview.** Know where the interview is scheduled, building and room number; know how to get there and where to park. To say, "I am sorry, I got lost", is not a good beginning for an interview. Plan to arrive early, get a cup of coffee in the lunchroom, find the restroom, straighten your hair, and arrive at the designated location breathing normally.

**Bring appropriate materials.** Bring your resume and any other materials that reflect your work talents and experience. Be prepared to provide the interviewer with referral names on the spot.

**Be prepared to ask questions.** Even if you are well informed about the company and certain that you want the job, always ask the interviewer a few related questions. This demonstrates your interest in the company and gives the interviewer a chance to do a little talking.

**Compensation.** Suppose the interview goes so well that you are offered a job on the spot. With the job offer, a salary figure may well be identified. What do you do? See Negotiating a Salary in the section to follow.

**The best advice I can give anyone  
at an interview is - look your best and relax.  
Just answer the questions  
honestly and completely.**

Larry Collette