



10 Common Interview Questions That You Must Be Ready To Answer

1. Tell me about yourself.
2. What are your strengths?
3. What are your weaknesses?
4. Why should we hire you?
5. What are your goals?
6. What are three positive words people you know would use to describe you?
7. What motivates you?
8. What would you like to improve about yourself?
9. How do you handle stress?
10. What are some of your hobbies and interests?



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(Cumberland County Custom Career Club)

Finding Employment

**QUICK
TIPS**

Don't know where to go, what to do, or what to ask?

This guide has all you need to prepare for the job seeking process in one place! Pay close attention!

First Impressions

When it comes to looking for a job, first impressions are EVERYTHING! Whether it's the boss, the secretary, the kid you kind of sort of know, but not really, from school working at the cash register or the janitor mopping the floor, your first contact with any potential employer could make or break your chances of even getting an interview, let alone doing well once you've landed one. This pamphlet will provide you with some helpful **dos** and **don'ts** to make sure your first impression is a good one. Pay close attention!!

Self-Exploration

Interviews are all about selling yourself. Do you know how to sell yourself? Do you know what you have to offer an employer? If someone asked you to describe yourself or talk about your goals, likes, dislikes, strengths, weaknesses, hobbies and interests, would you be able to do this? Would you be able to do this confidently and honestly? Sometimes the most difficult thing for people to do is to really analyze themselves and be able to talk about all the good, the bad and the ugly that they see when they do. Below is a website that the C5 program likes to use to help students learn more about themselves before creating a resume or going into an interview. This website will have you take a short personality test and will create a profile for you that will help you learn more about your personality type's strengths and weaknesses, work place habits and career paths that might be a good fit for your type. Check it out and see what you come up with. Fair warning though, the test only works if you answer the questions honestly. If you answer the questions based on what you would like the answer to be, rather than what it really is, you won't get accurate results.

www.16personalities.com

Appearance

Do: Take a shower. Brush your teeth. Comb / Style / Cut your hair. Seriously, Just **DO** it!!!

Don't: Wear too much cologne / perfume.

Do: Dress conservatively. Wear basic, neutral colors. Khakis with a belt, collared shirt with a tie and a blazer are always a good choice for the young men. Tuck in your shirt and PULL up your pants!!

Don't: Wear loud or bright patterns. Young men, don't roll your interview pants up, above your ankle. Young ladies don't wear skirts above the knee.

Do: Make sure your clothes are clean and pressed.

Don't: Wear wrinkled clothes, spotted clothes, too tight, small or overly revealing clothing.

Do: Make sure your hair, make up and nails are natural / subdued colors. Clean and trim your fingernails.

Don't: Wear loud / bold fingernail polish.

Do: Remove your piercings and cover your tattoos.

Don't: Wear big earrings and / or jewelry.



Language / Body Language

Do: Eye Contact. Eye contact shows that you are paying attention and engaged in the conversation.

Don't: Stare at the floor or spend the entire conversation looking around the room. This kind of body language gives the impression that you are distracted and don't really want to be there.

Do: A Firm Handshake. A firm handshake is a non-verbal way of showing respect and letting the employer know that you are taking the interview seriously.

Don't: Give a weak, limp handshake. This gives the impression that you have no confidence or any real interest in landing the job.

Do: Speak clearly, take time to think about your answers and be positive.

Don't: Mumble, use slang, curse, interrupt, chew gum or blurt out answers without first taking a moment to think about what you're about to say. Never put down another employer or anyone.

Do: Sit up straight on the edge of the seat with your hands folded on your lap.

Don't: Slouch in the seat, put your elbows on the table or desk or cross your arms.

Do: Treat EVERYONE in the building with respect. Treat everyone in the building as if they were your interviewer. Your interviewer may just ask them what their first impression of you was as a part of their hiring decision. This happens a lot more than people realize.

Don't: Be rude to anyone for any reason or treat anyone any differently than you would treat the interviewer.



Making Job Inquiries

Do: When inquiring about a position / application in person, always be prepared to interview on the spot. You never know what could happen. Following the dos and don'ts included in this pamphlet will help make sure that you are ready.

Don't: Inquire about a position on a whim, without any of the information needed to complete an application on hand.

Do: Research the company before even setting foot in the building. The more you know about the company, the better prepared you will be to tailor your resume and your responses to any application or interview questions to the employer's needs.

Don't: Inquire about a job at a company that you know nothing about. Interviewers expect the people they interview to know what their company is ALL about.

Do: Research the specific position that you want to apply for. Just like researching the company, the more you know about the position you're applying for, the better prepared you will be to answer or ask questions about the position.

Don't: Apply for a job if you don't even know what the job is or entails.

Do: When inquiring about a job in person, always dress as if you were being interviewed right then and there. First impressions are everything! You never know what could happen.

Don't: Show up to ask about a job on your way home from the gym or in your street clothes.

Do: Have a resume, cover letter, reference sheet and all information needed to complete an application on hand. It's becoming increasingly rare for companies to hand out paper applications. You are very likely to be referred to the company's website to complete an online application and, in many cases, these applications track the amount of time it takes you to complete the application. **BE PREPARED!**

Don't: Show up unprepared. Inquire about a position on a whim without any of the information needed to complete an application on hand.

Applying

Do: Research. Research. Research. Everything we talked about in the **Making Job Inquires section** about researching the company and the position applies here. This cannot be emphasized enough.

Don't: Apply without knowing what position you're applying for or who the employer is and what they do.

Do: Prepare ahead of time. Just like we stated in the **Making Job Inquires section**, have all of your information ready to go, ahead of time. Most applications are going to ask for the same basic information. The more prepared you are the quicker and easier completing the application will be.

Don't: Begin the application process if you do not have all your information at hand.

Do: Bring a pen! Complete every question.

Don't: Forget your pen. Leave anything blank. Everything must be completed. If a question doesn't apply to you, answer "not applicable" (N/A). Otherwise it will look like you either didn't read the application carefully, or you are withholding information.

Do: Give specific answers. Apply for a specific position. Give a definite start date. Enter specific hours that you are able to work.

Don't: Apply for "any" position. Enter "as soon as possible" or "ASAP" as your start date. Enter "any" for the hours that you are able to work or enter "See attached resume".

Do: Check your spelling. Thoroughly Proofread your answers throughout the entire application.

Don't: Submit an application without making sure everything is spelled correctly. Simple spelling mistakes could find your application in the trash.



The Interview

Do: Everything covered in the Appearance section. It really is that important.

Don't: Show up dirty or unkempt. We seriously can't emphasize this enough.

Do: Everything covered in the Language / Body Language section. It really is that important.

Don't: Speak or hold yourself in any way that could be misinterpreted as rude or uninterested. Refer to the Language / Body Language section.

Do: Remember that this is a CONVERSATION.

Don't: Treat the interview as an interrogation. You aren't there to beg for a job. You're there so you and the employer can get to know each other and determine not only if the interviewer feels like you are the right person for the job, but also for you to determine if this is the right job for you.

Do: Have specific questions prepared going into the interview. It's OK to have them written down and refer to your notes during the interview.

Don't: Go into the interview without questions prepared. These can be questions about what the average work day is like or what the employer expects from employees. Never ask how much you're going to be paid.

Do: Relax. It's totally normal to be nervous in an interview. Believe it or not, your interviewer is probably a little nervous too.

Don't: Forget to do some self-exploration to prep for the interview. The employer is trying to get to know you. If you don't take the time to really get to know yourself, you're going to have a hard time selling yourself to the interviewer.

