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Interviewing Successfully Is An Art!

Here are a few helpful hints to increase your chances of receiving a job offer :

1. Learn something about the company before you go for the interview.
2. Review how you will present yourself and emphasize those aspects of your background that will be of value to the company.
3. Review how you will package and present the negative aspects of your background in a positive way.
4. **Never** complain about your present or previous employer.
5. Possible ways of explaining reasons for leaving:
 - a. *"I left for more opportunity and advancement."*
 - b. *"I left for greater earning potential."*
 - c. *"I left for an opportunity to get into management."*
6. Possible ways of expressing interest:
 - a. *"I'm very interested in the job – when can I expect to hear from you?"*
 - b. *This opportunity is what I've been looking for – when can I start?"*
7. Keep your earning requirements reasonable.
8. Try to find out what the next step is and when you can expect to hear from the company.
9. Drop a short note to the company thanking them for the interview.
10. Make a good impression – present yourself confidently with assurance give precise answers to their questions. Answer with thought, directness and enthusiasm.

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Possible Interview Questions

Rehearse and prepare the best way **you** would answer these basic questions if asked:

1. What do you look for in a job?
2. Why are you wanting to leave your present situation?
3. What can you do for us that someone else cannot do?
4. Why should we hire you?
5. Can you work under pressure, deadlines, etc.?
6. What kind of salary are you worth?
7. What is your personal net worth?
8. What is your biggest strength?....weakness?
9. What business, character, and credit references can you give us?
10. How long would it take you to make a contribution to our firm?
11. How long would you stay with us?
12. If you could start again, what would you do differently?
13. Where do you see yourself in five years?
14. What features of your previous jobs have you disliked?
15. What is the last book you read?...movie you saw?...sporting event you attended?
16. Are you a good manager? Give an example.
17. How would you describe your own personality?
18. What do your subordinates think of you?
19. Why do you want to work for us?
20. Tell us about yourself.
21. Have you helped increase sales?...profits?...reduced costs?
22. Have you fired people before?...hired people before? What do you look for?
23. What are your short range and long range objectives?