

Preparation for the Interview

DO prepare the questions you will ask during the interview.

The greatest way to become known as a good conversationalist is to ask leading questions and let the other person speak. Probing questions you might ask....

1. A detailed description of the position
2. Reason the position is available
3. Anticipated indoctrination and training program
4. Advanced training programs available for those who demonstrate outstanding ability
5. Company growth plans
6. The next step
7. How does this department help run the firm?
8. What kind of projects would I work on?
9. Tell me about the people I will be working with?
10. What authority will I be given?
11. What will you expect of me?
12. What will be my first assignment?

DO dress in business attire.

DO plan to arrive on time or a few minutes early.

DO prepare for tough questions such as...

1. How would you describe yourself?
2. What did you think of your last boss?
3. Why have you left your previous positions?

4. Where do you see yourself five years from now?
5. Tell me something about yourself.
6. Have you ever failed?
7. What are your strong points? Your weak points?
8. How much money do you want? I need an exact figure.
9. What is the most difficult thing you have ever done?
10. Which qualifications do you feel make you a better candidate for this job than anyone else?
11. But you've already done this work. What makes you think you would be interested in staying with us?
12. Are there any other questions you might have before I let you go?
13. What are your future goals?