

## Quick Tips to Interviewing Techniques

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What can you expect of an interviewer? What can an interviewer expect of you? This article is geared generally towards the planned interview.

To start, don't forget to dress the part. Dressing for an interview is not too different from putting on a costume and playing a character for theatre play or movie. You wouldn't think to dress or act in any matter other than what is required for the part. In this case, the part generally calls for a well-fitted suit with jacket, dress shirt or blouse and tie (though ties are considered optional for females in many cases). This style may be dated, but it may prove better to have a dress jacket to remove, than not at all.

To the right are examples of questions asked by many employers. They are described in more detail in our 50th ed. Job Choices magazine, but are simplified here:

1. Tell me about yourself.
2. Why did you select your major and does it fit with your career goals?
3. What do you think of as your proudest accomplishment and why?
4. What do you consider your greatest strength?
5. What do you consider your greatest weakness?
6. Where do you see yourself in the next 5 or 10 years?
7. Why are you interested in working with our company?
8. Why should we hire you?
9. What three words best describe you?
10. Tell me about a time where you recognized a potential problem as an opportunity.
11. Give me an example of a situation where your ethics were challenged. How did you handle it?
12. Tell me about a time when you were participating in a team project and somebody dropped the ball. What did you do to help the team finish the project on time?
13. Describe a specific problem you solved for an employer or professor. How did you approach the problem? What was the outcome?
14. Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
15. Describe a situation in which you got people who didn't like each other to work together. How did you do it? What was the outcome?

### *Useful Interview Checklist:*

Asking intelligent questions and engaging in effective conversation based on the knowledge of the employer's organization is good practice for a prospective employee. Be aware of the products and services offered by the company for which you wish to interview.

Practice interviews are offered by WCU Career Services to help hone a prospective candidate's communication skills. Please ask about the Perfect Interview software which Career Services uses to help with this aspect of interview training.

Bring plenty of updated and polished resumes, writing utensils and references—the latter to be provided upon request. Dress professionally for your encounter, making sure that your outfit is well-pressed, tailored and clean. Don't forget a pair of well-polished shoes to complete an impressive interview wardrobe.

*Career Journal, December 2006, Vol.4 Issue 2*

[http://www.wcu.edu/WebFiles/PDFs/careerservices\\_cj\\_dec-06.pdf](http://www.wcu.edu/WebFiles/PDFs/careerservices_cj_dec-06.pdf)

*A Quick Reminder List of Inappropriate Employee Questions:*

Remember that specific state and local laws are set in place to prevent employers from asking inappropriate questions. There are three things that can be done if you are presented with an illegal question:

- (1) Answer the question – just understand that you are providing information that is not job-related, and that you could give an answer that is considered ‘wrong’ or ‘undesirable,’ seriously curtailing your chances of getting the job.
- (2) At the risk of sounding uncooperative and confrontational, you can refuse to answer the question. Be very careful to word your response carefully.
- (3) Look at the intent of the question, responding to it only if it can be applied to the job.

*Illegal Inquiry areas include:*

(A) National origin/citizenship; (B) Age; (C) Marital/Family status; (D) Affiliations – clubs & social organizations; (E) Personal – height, weight, sexual orientation, etc; (F) Disabilities – mental, emotional, physical; (G) Arrest record (except convictions); and (H) Military service.