

GLC20 Unit 3: Preparations for Change

Activity 5: The Interview

Overview

The interview is your final chance to sell yourself. Being prepared takes a great deal of work. You should never *go in cold* to an interview. You will prepare and practice skills for a successful interview through a study of possible questions, interview tips, and thank you letter.

Lesson

Interviews

When 100 employers were surveyed about the question most often asked in interviews, they responded as follows:

1. "Tell me about yourself." - 50
2. "What are your strengths?" - 30
3. "Why should we hire you?" - 20

Thing to Remember When Preparing for an Interview

1. Be optimistic.
2. Prepare for questions that the interviewer may ask.
3. Do your research. Find out before the interview the types of tasks you will be responsible for and the skills you are going to need to accomplish those tasks.
4. Know yourself. What talents, training, and personality qualities will make you the ideal candidate for the position?
5. Bring an updated copy of your resume and reference sheet and any other materials that you may need.
6. Dress for success.
7. Timing is everything. Be there at least fifteen minutes early and know how to get there. Give yourself enough time for the interview and do not book anything after in case the interview runs longer than expected.
8. The interview process doesn't always end when you walk out the door. There may be a few things you have to do to follow up.

Assignment

1. Complete the Big Seven Interview Questions on the following page.
2. Use the Internet to learn more about creating a "**job interview thank you letter**". Once you are familiar with the concept, create a sample thank you letter to a potential employer.

The Big Seven Interview Questions

Question #1

Q. Tell me about yourself.

A. Employers ask this question so they can begin to assess whether you will fit in with their team. Tell the employer about the school that you attend, when you expect to graduate, a brief summary of your employment and volunteer experience and general information about your hobbies. This is not an opportunity to get personal!

My Answer:

Question #2

Q. Why do you want to work for this company?

A. The employer is attempting to find out why you are interested in the position and what you have researched about the company. This is a good place to compliment the company on their reputation and point out why you personally use their service or product. In addition you should “wow” them with quality knowledge about their company culture, service guidelines, new products, who they serve, head office location, etc.

My Answer:

Question #3

Q. What do you consider to be your strengths? Why should we hire you?

A. This is your opportunity to strut your stuff! Pick at least three POWER qualities about yourself and define them using specific examples of how you have displayed that quality in employment, school or team situations. For example, “I demonstrate initiative in group efforts by attempting to increase motivation with my team members.”

My Answer:

Question #4

Q. What are your weaknesses?

A. Trick question!! The employer is testing your ability to self evaluate. Are you able to identify a weakness, yet show how it remains to be a positive quality and how you are improving yourself? For example, if you think that you are fairly serious you might say “Although others consider me to be somewhat serious at times, I think that I am reliable and I consider my options when making a decision.”

My Answer:

Question #5

Q. Tell me about your experience with this type of work.

A. The employer wants to know about any relevant experience that you have. If you have no experience, then you need to begin volunteering your time to increase your personal portfolio. Spruce up your answer by listing transferrable skills that you have obtained at home and through school and show how they relate to the position. When summarizing previous experience, explain your experience first by stating your position title and the company name, followed by a general description of what you were responsible for and what you were particularly good at. Remember, use action-oriented words to catch the employer's attention.

My Answer:

Question #6

Q. What are your long term goals? What do you hope to be doing in 5 years?

A. An employer wants to know that they have hired a student who is committed to their future and plans to make something of themselves. Be sure to tell the employer about plans for post-secondary education and occupational dreams. Also reaffirm your interest in staying with that company to increase your skill set and make a positive impact while with them..

My Answer:

Question #7

Q. Do you have any questions?

A. Do not leave the interview without making a few inquiries of your own! Asking a minimum of 3 questions reinforces your interest in the position. Ask questions like:

- ☞ When will I hear from you?
- ☞ What qualities are you looking for in the successful candidate?
- ☞ What kind of training is involved?
- ☞ How did you get started in the business?
- ☞ Does this company participate in community events?
- ★ **DON'T** ask any questions related to \$\$, benefits or time off !!

My Answer: