

Interview Questions Part 2

Illegal Questions

What is your race, sex, disabilities, age, weight, married/divorced, churchgoing
debt situation, favorite political organization, arrest record, insurance,
Have you ever sued? How often do you see a doctor?
If it relates directly to the job, it may be legal.

But you have options. What is important to you?

1. Answer it.
 2. Tell them it is illegal and you won't answer it.
 3. Or tell them it is not actually legal, but you will answer it anyway.
- This might be a chance to shine, and make an impression.

Questions You Should Ask

You have a decision to make too. Are you really interested? Does it fit your skills?

Don't ask *basic* questions about the company. You should already know that.

Ask about Stability of the position and firm?

Opportunities for advancement?

“How much autonomy would I have? Why is the position open?”

“Tell me about the nature of the work I would do most of the time.”

“What kind of clients would I be working with?”

Education - this may be your main background as you enter the job market.

Why did you attend EWU? Have a positive / practical / conscious answer

“EWU has a strong liberal arts tradition - good student to faculty ratio.”

“I made a number of great contacts in my courses.”

If you had to do it over again, how would you change your education?

Not exceptional grades?

“I took more time developing good study skills in the first 2 years.”

“I got down to business in my junior year. Wish I'd done that earlier.”

Describe your typical workday.

Looking for how you orient yourself to the workplace.

Do you approach work as an opportunity, that is, with enthusiasm?

How well do you work under deadlines?

Do you stay around until the work gets done? Willing to put in overtime?

Are you well organized? I tend to take charge, organize tasks.

“I try to get supporting tasks done in advance. There must be time for evaluation.”

What will you bring to this position that another candidate won't?

Emphasize skills, abilities, accomplishments and experiences that are unique.

An example that can be remembered may be the best.

How do you get along with your co-workers?

Do you prefer working with others or alone?

They probably are looking for team players.

Do you consider yourself a risk-taker?

Careful here. A double-edged sword. They may not really want risk takers.

Best to cite specific examples that worked out for you.

Why should we hire you?

Gets to motivation. Should be an easy question for you.

Toot your horn. Be specific as possible, and tell how your skills/abilities match their needs.

“I assume you are looking for someone with solid...I can offer you ...”

Why do you want a job that you are overqualified for?

They want to know you will be happy and are willing to stay and build.

Must sound true! Of course you want to build your resume and experience.

How do you define success?

Gets to your motivation. Try to tie your personal goals to their corporate goals.

“To me success is accomplishing each day’s goals on time and on target,
so that the company's goals can be met.”

How do you spend leisure time?

Are you an ... Active Person Sedentary Joiner Volunteer?

What are your career goals?

Should be on your resume. Answer linking your skills to company's needs.

“My major goal is to work into a management position that would allow me to ...”

Tell me about yourself.

Not the time to outline your life story. Accomplishments - strengths.

To get ready... list 5 personal qualities positive for job, 5 technical skills,
5 work related accomplishments

What trends do you see in our industry?

Go to *AIGA.com* - Read *Communication Arts* - Join the local *AdFed*.

Also conduct informational interviews of your own.

What is your perfect job?

Should relate to the one you are interviewing for, and for a desirable corp. culture.

Why should we hire you?

Are you a self-starter?

What is your greatest strength - weakness?

What would you most like to improve about yourself?

How do you deal with stressful situations?

How well do you work under deadlines?

What will you bring to this position that others won't?

Do you prefer working alone or with others?

How do you deal with criticism?

Do you take greater initiative than others?

Are you a good time manager?

How important is job security?

What subject did you enjoy most? least?

If you could go back and do it over again, what would you do differently?

How does your degree prepare you for the job at ...?

If you had a choice of several short training sessions to attend, which would you pick?

How do you keep up with trends in our field?

What experience prepares you for this job?

Why should we hire someone like you, with your experience?

Tell me about yourself!

What would you like to accomplish in the next five years?

Describe a major goal you set for yourself recently.

How does this job compare to what would be the perfect job for you?

Why do you want this job?

What do you know about our company?

What are your salary expectations?

Do you have any questions?

What would you do if...?

If you had a choice of working in our department A or department B, which would you choose?

(Questions from “Nail the Job Interview” Caryl and Krannich)