

T H E I N T E R V I E W

The Interview Module Series is divided into two main sections:

- SECTION ONE: Interview Tips
- SECTION TWO: 25 Interview Questions and Answers

S E C T I O N O N E I N T E R V I E W T I P S :

1. Prepare and Conquer
2. In Person Prep
3. Phone Prep
4. Thank You and Follow Up notes plus Example:
A: Thank You and Follow Up notes
5. Testing and Case Study
6. Mock Live Interview of 25 Interview Questions

S E C T I O N T W O 2 5 I N T E R V I E W Q s & A s :

A: Each Interview Question is broken down:

- The Interview Question
- Notes and Discussion
- Secrets Behind the Question
- Example of Interview Answer
- Action and Brainstorm

B: Below are the 25 Interview Qs & As we will review in detail:

1. Why are you in the Job Market?
2. Why do you want to leave your current employer?
3. Describe your duties & responsibilities held at each of your employers.

4. What are your strengths?
5. Give an example how you applied your strengths at your current or past employers.
6. What are your weaknesses?
7. Give an example of how your weakness affected you in your current or past roles, and how you resolved this.
8. What did you like and not like at each of the firms you have worked.
9. What do you really want to do?
10. What can you tell me about our firm?
11. Why are you interested in our job opening?
12. What makes you qualified for this job?
13. What is your typical day like at your current job?
14. Describe your understanding of this position.
15. How do you handle a difficult situation?
16. Provide an example of how you dealt with a difficult co-worker and how you resolved it.
17. What are your interests and hobbies outside of work?
18. If I spoke with your supervisor, how would s/he describe you?
19. If I spoke with your staff that you manage or supervise, how would they describe you?
20. Where do you see yourself in 10 years?
21. Why are you interested in our company?
22. How did you hear about this opportunity?
23. Are you interviewing elsewhere and if so, what types of positions and roles are they for?
24. Why should we hire you?
25. Do you have any questions for me?

R E C A P :

The Interview