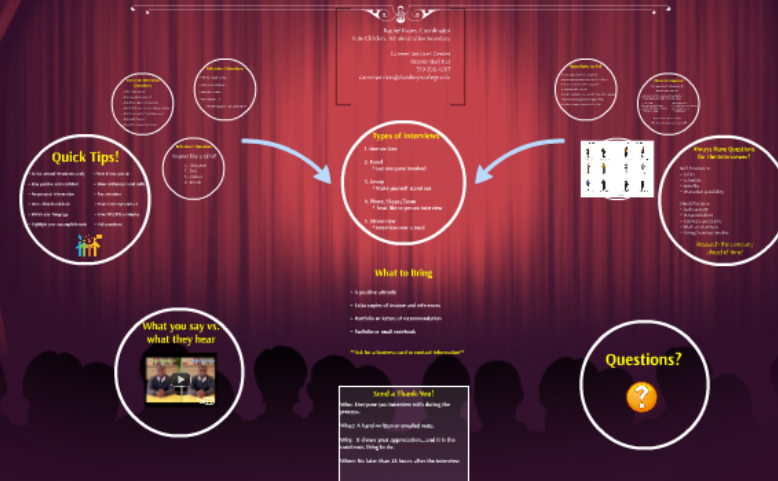


# Ace That Interview!



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Rachel Evans, Coordinator  
Kate Childers, Administrative Secretary  
Career Services Center  
Bentley Hall 102  
319-296-4297  
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**Common Interview Questions**  
What are your strengths?  
What are your weaknesses?  
Why did you leave the last job?  
What are your career goals?  
What can you bring to the table?

**Behavioral Questions**  
Tell me about a time...  
Give an example of...  
Describe the time...  
How do you feel about...?  
How did you feel about...?

## Quick Tips!

- ~ Arrive around 10 minutes early
- ~ Stay positive and confident
- ~ No personal information
- ~ Give a firm handshake
- ~ Watch your language
- ~ Highlight your accomplishments



- ~ Watch how you sit
- ~ Show enthusiasm and smile
- ~ Be attentive
- ~ Give direct eye contact
- ~ Give S.M.A.R.T. examples
- ~ Ask questions

## Behavioral Questions

Answer like a STAR!

- ★ Situation
- ★ Task
- ★ Action
- ★ Result

## Types of Interviews

1. One-on-One  
\* Get everyone involved
2. Panel  
\* Make yourself stand out
3. Group  
\* Treat like in-person interview
4. Phone/Skype/Zoom  
\* Interview over a meal
5. Dinner Interview  
\* Interview over a meal

**Questions to Ask**  
How long has the company been in business?  
How many employees does the company have?  
What are the company's goals for the next year?  
What are the company's values?  
What are the company's benefits?

**Always Have Questions for the Interviewer!**  
What are the company's goals for the next year?  
What are the company's values?  
What are the company's benefits?  
What are the company's policies?  
What are the company's procedures?



## Always Have Questions for the Interviewer!

- ~ Salary
- ~ Schedule
- ~ Benefits
- ~ Promotion possibility

- ~ Daily activity
- ~ Responsibilities
- ~ Business opportunities
- ~ Work environment
- ~ Training/learning timeline

Research the company ahead of time!

## What to Bring

- ~ A positive attitude
- ~ Extra copies of resume and references
- ~ Portfolio or letters of recommendation
- ~ Portfolio or small notebook

\*\*Ask for a business card or contact information\*\*

## What you say vs. what they hear



## Send a Thank-You!

Who: Everyone you interview with during the process.

What: A hand-written or emailed note.

Why: It shows your appreciation...and it is the courteous thing to do.

When: No later than 24 hours after the interview.

## Questions?





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### Common Interview Questions

- ~ Tell me about yourself.
- ~ What do you know about us?
- ~ Why did you apply for this position?
- ~ What skills do you possess to make you qualified?
- ~ What is your greatest strength/weakness?
- ~ Why should I hire you?
- ~ Do you have any questions for me?

### Behavioral Questions

- ~ Tell me about a time...
- ~ Give an example of...
- ~ Describe a time...
- ~ How do you...?

**\*\*BE PREPARED and SPECIFIC!\*\***

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- ~ What is a typical day like in this position?
- ~ Does the company support professional associations?
- ~ If hired, what would be my first assignment?
- ~ If hired, how will I be trained?
- ~ What kind of growth do you see in the future of this company?
- ~ Does the company support growth opportunities?
- ~ When do you expect to make a final decision?

### Dress to Impress!

Dress appropriately and professionally!

When in doubt, step it up:

- ~ No sweat, t-shirts, hats, sneakers or flip-flops
- ~ Closed-toed, comfortable, clean dress shoes
- ~ Jeans? Soft?
- ~ Dress pants/skirt, jacket
- ~ Skirts at the knee & hosiery
- ~ Piercings/Tattoos?
- ~ Limited fragrance
- ~ Top with sleeves and coverage
- ~ Facial hair trimmed
- ~ Limited jewelry

Your best accessory is a smile ☺

**\*\*DO NOT smoke prior to an interview!\*\***



### Always Have Questions for the Interviewer!

NOT focused on...

- ~ Salary
- ~ Schedule
- ~ Benefits
- ~ Promotion possibility



Should focus on...

- ~ Daily activity
- ~ Responsibilities
- ~ Business operations
- ~ Work environment
- ~ Hiring/Training Timeline



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OT\_female\_DONT-2.jpg



OT\_male\_DONT-1.jpg



OT\_male\_DONT-3.jpg

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## Interview Attire DO's



OT\_female\_DO-1.jpg



OT\_female\_DO-2.jpg



OT\_female\_DO-3.jpg



OT\_female\_DO-4.jpg



OT\_male\_DO-1.jpg



OT\_male\_DO-2.jpg

## Interview Attire DON'Ts



OT\_female\_DON'T-1.jpg



OT\_female\_DON'T-2.jpg



OT\_female\_DON'T-3.jpg



OT\_male\_DON'T-1.jpg



OT\_male\_DON'T-2.jpg



OT\_male\_DON'T-3.jpg

Attention editors: Please contact [abby.goodman@officeteam.com](mailto:abby.goodman@officeteam.com) or [cynthia.kong@officeteam.com](mailto:cynthia.kong@officeteam.com) for photos.

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- What does the 10th say the Congress?
- What does the 10th say?
- What does the 10th say about individual's rights?
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