Interviewing Guide
Table of Contents:

**Traditional Interviewing for Job/Internship**
- Types of Interviews: Page 3-4
- Commonly Asked Questions: Page 5
- Common CELS Questions: Page 6-8
- Before, During and After the Interview: Page 9-10
- Questions You Ask the Employer: Page 10
- Behavioral Interviews: Page 11
- The STAR Method: Page 11-13
- Interview Attire: Page 14
- What not to Bring: Page 15-16
- Most Frequently Asked Questions with Answers: Page 16-19
Traditional Interviewing for a Job or Internship

Eight Types of Interviews

There are many different types of interviews as well as interview methods and techniques. Every job is different, so be prepared! You may experience a combination or all of these. Also, remember than in professional interviewing, you will almost always go through a series of interviews. As a general rule, each subsequent interview will become longer and more detailed. Remember that the key to success is to be well prepared for every interview.

1. Screening Interviews
Screening interviews are generally conducted when an employer has a large applicant pool which they want to narrow down to a more manageable number. The purpose is to “weed out” the applicants who are obviously not a fit. Screening interviews are usually done by phone, tend to be very short, and the questions will focus on basic qualifications.

2. Phone Interviews
Most screening interviews are done by phone, but phone interviews will also be used for other reasons, such as geographic obstacles – the applicant lives in another city or state. In this case, phone interviews will be longer and more detailed. Here are a few do’s and don’ts of phone interviews in all situations:

Be well prepared.
- Never conduct a phone interview in your car or in a public area.
- Use a land line to avoid the possibility of a cell phone call being dropped or poor reception.
- Conduct the interview in a quiet private area.
- Ask family members and friends not to disturb you during the interview.
- No eating, surfing the web, I/M or text messaging during the phone interview.

Also, phone interviews are often not scheduled in advance, they will just call you. If you are busy, driving or in any way not able to focus 100% on the interview, tell them you are busy and ask to schedule a time later in the day or week. Don’t worry, interviewers know they are calling you without an appointment and are very flexible – they will work with you.

3. One-on-One Interviews
This is the most common interview method and involves you and the interviewer alone in a private office. Once you are face-to-face with the interviewer your dress, appearance, non-verbal communication skills and other visual factors, as well as your verbal communication skills will come into play. Building rapport with the interviewer is usually easiest in this setting.
4. Panel Interviews
Sometimes the employer will have a “selection committee” or for some other reason there will be multiple people involved in conducting interviews. They may want to conduct a “panel interview” in which you will be interviewed by several people at the same time. Panel interviews are very efficient from the employer’s perspective because it allows them to do many interviews all at once. ***Remember that in a panel interview you must connect with and engage every member of the panel, not just the person asking the question. Make sure you get a business card from every panel member and send each a thank you note afterwards. Always bring extra resumes and offer one to each member of the panel at the beginning of the interview.

5. Serial Interviews
In a serial interview you will meet with several people throughout the day, usually back-to-back. One person will interview you, then pass you to the next person, and so on throughout the day. Serial interviews are physically and mentally tiring because they can often take the entire day. Remember that each time you are passed onward your chances of being hired improve!

6. Lunch Interviews
Sometimes the employer will take you to an interview lunch or even dinner. Interview lunches are very unstructured, and they will probably be evaluating your social skills and manners. If you haven’t yet done so, familiarize yourself with the basics of dining etiquette. When ordering off the menu, stick with something in the mid-range of prices that’s easy to eat. Never under any circumstances order an alcoholic drink during a lunch or dinner interview.

7. Group Interviews
You may be asked to do a “group” interview, which is the opposite of a panel interview. Instead of several interviewers and one candidate, one interviewer will sometimes interview several candidates at the same time. The interviewer will ask questions of no one in particular in hopes that a “leader” will emerge. Group interviews are not very effective for most situations and are rarely used.

8. Stress Interviews
Stress interviewing is a generally ineffective and antiquated interview method, and most – but unfortunately not all – employers have discontinued this practice. The theory is to see how you react to stress. The interviewer may make the room physically uncomfortable by turning up the heat, make the candidate sit in an uncomfortable chair or sometimes even stand, ask off-the-wall questions that have nothing to do with the job and possibly refuse to answer your questions. Today’s job candidates are too sophisticated to tolerate these methods and this technique is very ineffective.
Commonly asked questions

Employers conduct interviews to assess three primary factors that influence their hiring decisions: your likelihood for success given your background and skills, your willingness to perform the position’s duties, and your cultural fit with the organization.

1. LIKELIHOOD FOR SUCCESS
   To convince an employer that you are the person it needs, you must articulate your unique qualifications and outperform other interviewees. Be prepared to answer common questions such as:
   * What do you know about our organization?
   * What led you to choose your major or concentration?
   * What is your greatest strength and weakness?
   * What do you consider your greatest accomplishment and why?
   * Why should this organization hire you?

2. WILLINGNESS TO PERFORM
   Before investing heavily in you, an employer assesses your level of commitment to the position and organization. To convey your enthusiasm for the role and support of the organization’s mission, prepare genuine responses to these common questions:
   * Why are you applying for this position?
   * What are you most looking forward to in this role and why?
   * What activity do you believe will be most challenging and why?
   * What contributions can you make to our organization?
   * Where do you see yourself in five years?

3. ORGANIZATIONAL FIT
   An employer asks questions like the ones below to measure your compatibility with its mission, goals, workplace values, procedures, and people. In the interest of both you and the employer, answer honestly.
   * What motivates you to put forth your greatest effort?
   * What qualities do you seek in a manager?
   * In what type of work environment are you most satisfied?
   * How would a colleague or professional reference describe you?
   * What situations are most stressful for you and how do you cope?
Common CELS Questions:

General Questions
Tell me about yourself.
Why do you want to work for us?
What do you know about our company/organization?
What will be your biggest challenge in this position?
What would you say was your greatest weakness?
How would you describe yourself?
Three words to describe yourself.
What are the top 2 strengths you would bring to the position? What things would you like to improve?
Out of the various positions you’ve held, which one is/was your favorite? Why?
What made you interested in this position and this field of work?
What situations excite and motivate you? What situations excite and motivate you?
Where do you see yourself in 5, 10 years.
If you had to tell me one thing about yourself that would convince me that you are right for the job, what would that be?
What are three things you want to see in a supervisor?
Tell me about the extracurricular activity you are most interested in or proud of? Why did you get involved in this?”

Decision Making
Talk me through the decision-making process on a major project you've completed.
Can you give an example of a change in procedures, or priorities you had to make?
Tell me about a specific time when you had to handle a tough problem which challenged Standard Operating Procedure (SOP) or ethical issues.
What is the most challenging experience you’ve had to deal with and how did you overcome it?

Prioritization/Organization
Have you had a job where you had to meet strict deadlines? What percentage of those deadlines were you able to meet? What were the contributing factors in them not being met?
What do you consider when organizing your work?
Tell me about a time when you were given many different tasks at the same time. How did you manage these?
Technical/Lab/GIS
Tell me about the most technical or complex piece of equipment you have used and how you would operate it.
Give an example or two of the types of repetitive tasks you've had to perform, how often you performed them and how you ensured a high level of accuracy while doing repetitive tasks.
Describe experience with the following techniques...
Demonstrate issues on an ArcGIS generated map
Have you developed or assisted with the development of lab or sampling procedures? Please describe briefly.
Tell us specifically about your breadth of experience with statistical analysis.
Tell us about your experience using technology (GIS, ARC GIS, etc.) in order to complete a task or project.

Teams/Conflict Resolution
The lab has approximately a dozen people working on different research projects. Frequently equipment usage needs to be coordinated with other lab members. Can you give an example of working as a team member in a large group? What was your role?
Describe a time when you were part of a project or planning team that could not agree.
Describe someone I've worked with who I didn't like and how I handle working with them.
What would you say or do if someone ate your lunch from the fridge?

Communications
Describe a somewhat complicated subject in terms a child would understand.
Do you have any technical writing skills?
I was asked to interpret (as a naturalist) a bottle of hand sanitizer while they played the part of kids.
Tell us about your experience with writing, giving presentations, and handling professional dialect.
Partnerships
Describe your experience in dealing with elected officials at the county, state, and federal levels, as well as the media.
What experience do you have with initiating and maintaining partnerships? Using these partnerships to acquire funding through Challenge Cost Shares?
Forestry and fuels management are the largest programs that you’ll be responsible for. What’s your understanding of these programs?
Environmental Science/Wetlands
Tell me about the Clean Water Act as it pertains to storm water.
What do you see as the challenges facing the public lands for the next 5-10 years?
We were given a paper with numbers for emissions data and we had to determine which were in regulation and which were not.

Wildlife Biology/Animal Science
In a multiple use agency, wildlife is often viewed as a roadblock. How would you promote conservation and work with managers and other program staff to turn that perception around?
What is the difference between animal welfare and animal rights?
What would you do if you found a lock in an animal area unlocked?”
What is your spirit animal and why?
What do you think the purpose of a Zoo is?”
How would you set up an exhibit for a breeding pair of birds versus an injured non-flight bird?

Nutrition & Dietetics
Are there any particular populations you are most interested in advising?
How would you create a menu for a vegetarian on a high protein high calorie diet who doesn't consume dairy products?
What kind of menu would you put together for a “Rainbow Foods Week” at an elementary school?
What is your go-to method for counseling individuals and groups on good nutrition and eating habits?
Describe a daily diet for a patient with Type 1 Diabetes.
How would you counsel the parents of a child recently diagnosed with diabetes?
Describe the diet you would proscribe for a patient who needed to gain weight

Geology
How do geologists find out the age of mountains?
How old is the earth?
How has the earth evolved since formation?
How do you calculate the age of earth?
Explain the process of formation of sedimentary rocks.
Explain techno-fossils.
Do mountains exist on moon? How were they formed?
Before, During and After the Interview

Reaching the interview stage is an excellent milestone. Acing the interview brings you one step closer to receiving an offer. Use the techniques below to outperform other candidates.

1. **BEFORE the Interview**

Build off of the initial research that you conducted in order to tailor your resume to the position and learn more about the employer in preparation for your interview. In addition to reviewing the employer’s Web site, read articles that pertain to the organization and talk with employees or others whom are familiar with it. Dress in business attire and arrive at least fifteen minutes early. If you feel nervous, step into the bathroom or another private place to calm your nerves. Be warm and courteous to whomever you meet because your actions before and after the actual interview matter. Also keep your belongings organized and have a pen and notepad, as well as copies of your resume and reference list within reach.

2. **DURING the Interview**

At the beginning and end of your interview, shake hands firmly with the employer. Throughout the interview, maintain good eye contact, speak in a conversational tone, and ensure that your body language conveys your maturity and confidence. Sit up straight and control nervous habits such as fidgeting and foot tapping.

Maintain your composure when asked difficult questions and politely seek clarification if necessary. You may pause for a few seconds to formulate your answer before speaking or drink a sip of water to steady your nerves before responding. So as not to be caught off guard by open-ended or behavior-based questions, stay focused on skills and experiences that directly relate to the position. When answering behavioral questions, use the STAR method to present a specific situation and task and describe your action and the overall result.

Be aware that employers in the U.S. can only ask job-related questions and cannot request personal information pertaining to your race, ethnicity, national origin, religion, gender, marital or family status, age, and disability. If an employer asks you an illegal question, seek clarification about the question’s intent or politely decline to comment.

At the conclusion of your interview, inquire about the next phase of the selection process and invite the employer to contact your references. Thank the employer for his or her time and request a business card so that you have accurate information for future correspondence.
3. AFTER the Interview

You may feel relieved, excited, uncertain or any number of other emotions after your interview, so take some time to reflect on the overall experience. Ask yourself if you truly want the position and try imagining yourself in the work environment. Whatever the outcome, use lessons learned from the experience to sharpen your interview skills for the future.

Within 24 hours of your interview, send a thank-you note. If you met with multiple staff, send personalized messages to each individual. E-mail messages are effective when hiring decisions are made quickly, but employers still appreciate the personal touch of a hand-written note. When in doubt, send an e-mail immediately and follow up with a hand-written note. Be sure to reiterate your enthusiasm for the opportunity, address any concerns raised during the interview, and express your gratitude for being considered.

Concluding the Interview: Your Turn To Ask Questions

An employer always reserves time toward the end of an interview to answer your questions. Take the opportunity to learn more in order to determine if the position and organization are right for you. If you are not prepared to ask questions, an employer may doubt your intentions, so use the samples below as a starting point.

* What would a typical day be like for me?
* How will my performance be evaluated?
* How do employees advance within the organization?
* What do employees most enjoy about working here?
* What significant changes or challenges to the job or organization do you foresee?
* How will I be trained?
* What is the best aspect of this job?
* How would you describe the responsibilities of the position?
* How would you describe a typical week/day in this position?
* Is this a new position? If not, what did the previous employee go on to do?
* What is the company's management style?
* What are the prospects for growth and advancement?
* If I am extended a job offer, how soon would you like me to start?
* What can I tell you about my qualifications?
* When can I expect to hear from you?
* Are there any other questions I can answer for you?
How to Prepare for A Behavioral Interview

1. Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.
2. Prepare short descriptions of each situation; be ready to give details if asked.
3. Be sure each story has a beginning, middle, and an end, i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result.
4. Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
5. Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
6. Be specific. Don’t generalize about several events; give a detailed accounting of one event.
7. Vary your examples; don’t take them all from just one area of your life.

Answering Behavioral Based Questions

THE STAR METHOD
The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

Situation: Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Task: What goal were you working toward?

Action: Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don’t describe what the team or group did when talking about a project, but what you actually did. Use the word “I,” not “we” when describing actions.

Result: Describe the outcome of your actions and don’t be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.
Make sure that you follow all parts of the STAR method. Be as specific as possible at all times, without rambling or including too much information. Oftentimes students have to be prompted to include their results, so try to include that without being asked. Also, eliminate any examples that do not paint you in a positive light. However, keep in mind that some examples that have a negative result (such as “lost the game”) can highlight your strengths in the face of adversity.

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS
Practice using the STAR Method on these common behavioral interviewing questions: see below

- Describe a situation in which you were able to use persuasion to convince someone of something.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about when you had to use your presentation skills to influence someone’s opinion.
- Give me an example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you went above and beyond in order to get a job done.
- Tell me about a time when you had too many things to do and were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).
SAMPLE STAR RESPONSE:

Situation (S): Advertising revenue was falling off for my college newspaper, The Review, and large numbers of long-term advertisers were not renewing contracts.

Task (T): My goal was to generate new ideas, materials and incentives that would result in at least a 15% increase in advertisers from the year before.

Action (A): I designed a new promotional packet to go with the rate sheet and compared the benefits of The Review circulation with other ad media in the area. I also set-up a special training session for the account executives with a School of Business Administration professor who discussed competitive selling strategies.

Result (R): We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent over the same period last year.

Conclusion

Employers conduct multiple interviews as a filtering or screening process. At each step candidates are eliminated from consideration until at the end only one person remains. Each time you are invited back for a subsequent interview means you are one step closer to a job offer!

In all interviewing situations the key to success is good preparation. The more effort you put into it, the better your odds of succeeding.
Interview Attire/Dress

Employers want students who communicate well, work effectively in teams, and are genuinely enthusiastic. During an interview, your attire plays a supporting role to these qualities, but that role is an important one. Your appearance is the first impression you make on an employer. Appropriate attire shows that you take the interview process seriously. It also demonstrates respect to the people you meet.

Although many employers have a relaxed or business casual dress code, interviews still require a traditional, professional, conservative approach. Your primary goal in dressing for an interview is to feel good about the way you look while projecting a professional image to the potential employer. Remember, you don’t get a second chance to make a good first impression.

Men: Interview Attire Checklist
- Solid color, conservative suit – black, navy or charcoal gray
- White, long-sleeved, button-down dress shirt
- Conservative silk tie, coordinated with suit
- Dark socks – black, dark gray or dark blue
- Polished leather dress shoes – black or brown
- Belt – black or brown, to match your shoes
- Minimal or no jewelry – no earrings or facial piercings
- Neat, professional hairstyle
- Clean-shaven or neatly trimmed facial hair
- Light aftershave and/or cologne
- Neatly trimmed nails
- Portfolio with a pen, paper and extra copies of your resume

Women: Interview Attire Checklist
- Solid, dark color, conservative suit – skirt suits are considered more professional than pant suits; skirt length should be at least to the knee
- White or light-colored blouse – avoid low-cut necklines and busy patterns
- Conservative shoes – moderate heel, closed toe, coordinated with suit
- Limited, conservative jewelry – no facial piercings
- Neat, professional hairstyle
- Neutral hosiery – no runs, bring an extra pair just in case
- Light make-up and perfume
- Manicured nails with light polish
- Small purse, coordinated to match shoes and suit
- Portfolio with a pen, paper and extra copies of your resume
What Not to Bring to the Interview

- Cell phone – even if it is set on vibrate, the interviewer can still hear it
- iPod
- Gum
- Cigarettes
- Coffee or soda
- Visible tattoos
- Interview Attire Tips

Try on your clothes at least a week before the interview to be sure you have appropriate interview attire and everything fits correctly. Clothes should not be too tight or too loose. Get your clothes ready the night before. This will save you time and worry on the day of your interview.

- Iron your clothes and make sure everything is wrinkle free.
- Polish your shoes. Shoes should not be scuffed or worn out.
- Bring a breath mint and use it before you enter the building.
- Smile!

Business Casual

Business casual attire should be worn for information sessions or if instructed by the employer for a specific function. Business casual attire for men includes pressed khaki or solid colored pants and a long sleeved, button up collared shirt. A tie and/or coat are not required. Business casual attire for women includes solid colored khaki pants, dress pants, or a skirt with a tailored shirt or blouse. Tailored knit sweaters and sweater sets also are appropriate. Polished, conservative shoes should always be worn.

Know Your Industry

These guidelines are a general overview of appropriate, traditional interview attire. Be aware that there are many career fields, such as finance and law, which are very conservative. If you are interviewing in such an industry, be sure that you err on the side of conservatism. Other industries, such as fashion and marketing, may be trendier, but conservative, professional attire is always the best choice for an interview. Once you accept a position, ask your supervisor what the expected dress code is and dress to that standard.
Most Frequently Asked Questions and Answers

1. Tell me about yourself.
This is probably the most asked question in an interview. It breaks the ice and gets you to talk about something you should be fairly comfortable with. Have something prepared that doesn't sound rehearsed. It's not about you telling your life story and quite frankly, the interviewer just isn't interested. Unless asked to do so, stick to your education, career, and current situation. Work through it chronologically from the furthest back to the present.

2. Why are you looking for another job (or why did you leave your previous job)?
On the surface, this appears to be a simple question, yet it is easy to slip. I would suggest not mentioning money at this stage as you may come across as totally mercenary. If you are currently employed, you can say it's about developing your career and yourself as an individual. If you are in the unfortunate position of having been downsized, stay positive and keep it brief. If you were fired, you should have a solid explanation. Whatever your circumstances, do not talk about the drama but remember to stay positive.

3. What do you know about this organization?
Do your homework prior to the job interview. Doing the background work will help you stand out. Find out who the main players are—have they been in the news recently? You're not expected to know every date and individual, but you need to have a solid understanding of the company as a whole.

4. Why do you want this job?
This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is X, Y, Z, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

5. Who are our main competitors?
This shows you really understand the industry and the main players. Think about a few and say how you think they compare (similarities and differences). This is a good opportunity to highlight what you think are the company's key strengths.

6. What would your previous co-workers say about you?
This is not the arena for full disclosure. You want to stay positive and add a few specific statements or paraphrase. Something like "Joe Blogs always mentioned how reliable and hard working I was" is enough.
7. How do you handle stressful situations and working under pressure?
There are several ways of addressing this one. You may be the sort of person that works well under pressure; you may even thrive under pressure. Whatever the case, make sure you don't say you panic. You want to give specific examples of stressful situations and how well you dealt with them. You may also want to list a few tools you use to help you, such as to-do lists, etc. It is alright to say that you will ask for assistance when the job is more than what you can handle. It is equally acceptable to say that you work best under pressure if this is indeed the case and relevant to the particular role.

8. Are you applying for other jobs?
If you are serious about changing jobs then it is likely that you are applying to other positions. It is also a way of showing that you are in demand. Be honest but don't go into too much detail; you don't want to spend a great deal of time on this. If asked about names of who you have spoken to, it is absolutely legitimate to say you prefer not to disclose that information at this stage.

9. What are you like working in a team?
Your answer is of course that you are an excellent team player—there really is no other valid answer here as you will not function in an organization as a loner. You may want to mention what type of role you tend to adopt in a team, especially if you want to emphasize key skills such as leadership. Be prepared to give specific examples in a very matter of fact sort of way.

10. What sort of person do you not like to work with?
This is not an easy one as you have no idea whom you would be working with. Even if you can immediately think of a long list of people who you don't like to work with, you could take some time to think and say that it's a difficult question as you have always gotten on fine with your colleagues.

11. What is your greatest strength?
This is your time to shine. Just remember the interviewer is looking for work related strengths. Mention a number of them such as being a good motivator, problem solver, performing well under pressure, being loyal, having a positive attitude, eager to learn, taking initiative, and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.

12. What is your biggest weakness?
This is a challenging question—as if you have no weaknesses you are obviously lying! Be realistic and mention a small work related flaw. Many people will suggest answering this using a positive trait disguised as a flaw such as "I'm a perfectionist" or "I expect others to be as committed as I am." I would advocate a certain degree of honesty and list a true weakness. Emphasize what you've done to overcome it and improve. This question is all about how you perceive and evaluate yourself.
13. **What has been your biggest professional disappointment/achievement so far?**
If asked about disappointments, mention something that was beyond your control. Stay positive by showing how you accepted the situation and have no lingering negative feelings. If asked about your greatest achievement, choose an example that was important to you as well as the company. Specify what you did, how you did it, and what the results were. Ideally, pick an example that can relate to the job positions you are applying for.

14. **What kind of decisions do you find most difficult to take?**
There is no right or wrong answer here. The logic behind this type of question is that your past behavior is likely to predict what you will do in the future. What the interviewer is looking for is to understand what you find difficult.

15. **Tell me about a suggestion that you have made that has been successfully implemented.**
Here the emphasis is on the implemented. You may have had many brilliant ideas, but what the interviewer is looking for is something that has actually materialized. Be prepared to briefly describe how it went from an idea to implementation stage.

16. **Have you ever had to bend the rules in order to achieve a goal?**
Beware of this type of question! Under no circumstances is it necessary to break company policy to achieve something. Resist the temptation to answer and give examples, as what the interviewer is looking for is to determine how ethical you are and if you will remain true to company policy.

17. **Are you willing to travel or relocate if necessary?**
This is something you need to have very clear in your mind prior to the meeting. There is no point in saying yes just to get the job if the real answer is actually no. Just be honest as this can save you problems arising in the future.

18. **Why should we hire you?**
This is an important question that you will need to answer carefully. It is your chance to stand out and draw attention to your skills, especially those that haven't already been addressed. Saying "because I need a job" or "I'm really good" just won't cut it. Don't speculate about other candidates and their possible strengths or flaws. Make sure you focus on you. Explain why you make a good employee, why you are a good fit for the job and the company, and what you can offer. Keep it succinct and highlight your achievements.
19. Regarding salary, what are your expectations?
This question is always a tricky one and a dangerous game to play in an interview. It is a common mistake to discuss salary before you have sold yourself, and like in any negotiation, knowledge is power. Do your homework and make sure you have an idea of what this job is offering. You can try asking them about the salary range. If you want to avoid the question altogether, you could say that at the moment, you are looking to advance in your career and money isn’t your main motivator. If you do have a specific figure in mind and you are confident you can get it, then it may be worth going for.

20. Do you have any questions for us?
This one tends to come up every time. Have some questions prepared. This will show you have done some research and are eager to know and learn as much as possible. You probably don’t want to ask more than three or four questions. Try and use questions that focus on you becoming an asset to the company. A generic question might be, "how soon can I start if I were to get the job." Another idea is to ask what you would be working on and how quickly they expect you to be able to be productive. Remember to ask about next steps and when you can expect to hear back.

Bare in mind that the interview starts from the minute you walk into the building until you leave and are out of sight. Don’t think that just because you have left the meeting room, you are "off the hook." You need to maintain an image of confidence, enthusiasm, competence, reliability, and professionalism throughout.