
“Be Brilliant”

How to Prepare for a Job Interview

Part 2



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Today's Overview

Interview Tips

Scenario Based Interview Questions

What questions should I ask?

Questions to refrain from

The Good and the Bad

Do's and Don'ts

Top 7 Mistakes to Avoid



Resume Guide

So you want to land your next position?



Reflect



Create



Finalize



Interview Tips



Scenario Based Questions

Behaviors that Demonstrate:

Leadership

Initiative and Follow Through

Thinking and Problem Solving



“Tell me about a time when you accomplished something significant that would not have happened if you had not been there to make it happen.”



Leadership



“Tell me about a goal that you set that took a long time to achieve or that you are still working toward.”



Initiative and Follow Through



“Tell me about a time when you had to analyze facts quickly, define key issues, and respond immediately or develop a plan that produced good results.”



Thinking and Problem Solving



Scenario Based Questions

Behaviors that Demonstrate:

Communication

Decision Making

Ability to Work in Varying Work Conditions



“Tell me about a situation where you had to be persuasive and sell your idea to someone else.”



Communication



“Tell me about a time when
you were tolerant of an
opinion that was different
than your own.”



Communication



“Tell me about a time
when you were forced to
make an unpopular
decision.”



Decision Making



“Tell me about a time
when you worked
effectively under
pressure.”



**Ability to work
in varying work
conditions**



Scenario Based Questions

Difficult Interview Questions:

Examples:

- Why were you laid off?
- How much money do you want?
- What do you think of your boss?



What Questions Should I Ask?

- Interviewers will ask similar questions

Examples:

1. What are your strengths and weaknesses?
2. What are your major accomplishments?

- Have 3-5 questions ready to ask

Examples:

1. What qualities do you think are necessary to be successful in the role?
2. What is your favorite aspect of working for this company?



Questions to Refrain From

What is your turnover rate?

Will I be working a lot of overtime?

How soon can I move up to a management position?

Can you tell me what my compensation will be?



The Good and the Bad



The Good



- Arrive 15 minutes early
- Prepare questions ahead of time
- Be enthusiastic
- Appear flexible and open to opportunities presented
- Turn off your cell phone



The Bad



- Chewing gum
- Smoke before an interview
- Refuse a job offer in the interview
- Talk negatively about a previous employer
- Be dishonest



Top 7
Mistakes to
Avoid During
an Interview

- 1. Not being Truthful**
- 2. Not taking cues from the interviewer**
- 3. Complaining about a previous employer**
- 4. Not dressing the part**



Top 7
Mistakes to
Avoid During
an Interview

5. Having a weak handshake

6. Not researching the company before hand

7. Not being prepared to ask questions



Recap

Topic 1

Interview Tips

Scenario Based Interview Questions

What questions should I ask?

Questions to refrain from

Topic 2

The Good and the Bad

Do's and Don'ts

Top 7 Mistakes to Avoid



Q & A



Wrap Up - Good Luck!

Navigating LinkedIn : Thursday July 21



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