Interview Preparation

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| **Interview Questions** |
| What are some questions that an interviewer might ask?  1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |

If you don’t understand the question or not sure how to answer…

* Could you please repeat question.
* Could explain what you mean?
* Could you please give me an example?

**How to prepare & have a good interview? What should you do: *before*, *during*, and, *after*?**

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| Before: |
| During: |
| After: |

**Top 10 Personality Traits Companies Are Looking for When Hiring**

* Hardworking
* Dependable
* Positive
* Self-motivated
* Team-oriented
* Organized, and able to manage multiple priorities
* Good under pressure
* Effective communicators
* Flexible
* Confident

**The 12 Skills Employers Most Want**

* Ability to work in a team
* Ability to make decisions and solve problems
* Ability to plan, organize and prioritize work
* Ability to communicate verbally with people inside and outside an organization
* Ability to research/obtain and process information
* Ability to analyze data
* Technical knowledge related to the job
* Proficiency with computer software programs
* Ability to create and/or edit written reports
* Ability to sell and influence others
* Interpersonal Abilities
* Leadership/Management Skills

**How to Talk About Your Weakness**

* **Discuss Non-Essential Skills**
  + For example, if you are applying for nursing job, you might share that you are not particularly adept at conducting group presentations.
* **Mention Skills You Have Improved**
  + Another option is to discuss skills that you have improved upon during your previous job, so you are showing the interviewer that you can make improvements, when necessary.
* **Best Answers**
  + Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.
  + I used to wait until the last minute to set appointments for the coming week, but I realized that scheduling in advance makes much more sense.
  + I had difficulty with calculus during college, but I persevered with tutoring assistance and extra effort and completed 2 levels with a B minus average.

**Questions to Ask That Shows You Care about the Job and Professional Development**

1.

2.

3.