

Tips for Successful Interviewing

Before the Interview – PREPARE!

- Research the company and the position. (Who/What/Where and Why do you want to work there?)
- Practice interview questions and techniques
- Review your qualifications and be prepared to present them
- Have suit/outfit cleaned, ironed and ready to go!
- Know where the interview is and how long it will take to get there (with traffic!)
- Bring extra copies of your resume and references in a folder or portfolio, and bring something to write on/with

During the Interview:

- Arrive 10-15 minutes early
- During introductions - smile and give a firm handshake (not *too* firm)
- This is your chance to connect with the interviewer – 30-seconds to make that first impression, make it count!
- Show enthusiasm and confidence (without being cocky)
- Be alert, interested and engaged while the interviewer is speaking - maintain eye contact
 - It's ok to take minor notes if you want to come back to ask about something later
- Use relevant and specific examples of your strengths and abilities – avoid generalities
- Project positive body language - don't forget to smile. Be aware of non-verbal gestures and fidgeting.
- Relax! Leave your troubles at home.

At the end of the Interview:

- Restate your interest in the position and company
- Ask what the next step and timeframe is
- Ask if they have any further questions or even if they have any uncertainties
- Ask them how you can contact them (for any follow-up questions and to send a thank you)

After the Interview:

- Immediately reflect on your interview and take some notes on how it went.
- Send a thank you! If possible, send a hand written card within 24 hours. If not - send an e-mail within 48 hours.

NEVER...

- Be late for an interview
- Smoke right before the interview
- Chew gum during an interview
- Talk too much about personal information - keep it job related
- Apologize for lack of experience
- Be negative about former employers/supervisors
- Ask about salary/wage before an offer is made

Appropriate questions to ask the interviewer:

1. What does a typical day for this position look like?
2. What qualities are you looking for in the person you are hoping to hire?
3. What are the biggest challenges that someone in this position would face?
4. How will I be trained? How will my performance be evaluated?
5. What is the company culture like?
6. What are the career paths in this department/company?
7. How long have you been with the company?
8. What's your favorite part about working at this company?
9. What are the next steps in the interview process?
10. Is there anything you have seen in the other candidates that you have not seen in me?
11. Is there anything else I can provide you with that would be helpful?

Questions NOT to ask:

1. What does your company do?
2. Are you going to do a background check (or drug test)?
3. Anything about wage/salary/benefits (appropriate during 2nd interview for full-time employment)

Sample Interview Questions – Interviewing takes practice. Listed below are common interview questions.

- **Be Concise & Direct** – don't ramble, take a moment to gather your thoughts
- **Be Truthful**
- **Use specific examples**
- **Keep it relevant**

1. Tell me about yourself.
2. What is your greatest Strength (or strengths)?
3. What is your greatest weakness (or three weaknesses)?
4. Where do you see yourself in 5 years? 10 years?
5. Why should we hire you?
6. Why did you choose Construction Management?
7. Describe your ideal employer/position after graduation.
8. Explain construction management in three sentences or less to an 8-year-old.
9. Why is there a gap in your work history?
10. Can you think of a recent problem in which old solutions would not work?
11. What would the person who likes you least in the world say about you?
12. Have you ever had a supervisor challenge your behavior? How, and how did you manage that?
13. What challenges have you faced in your life and how did you handle them?
14. How do you determine or evaluate success? Give an example of one of your successful accomplishments.
15. What is the biggest risk you have ever taken?
16. Who are your role models?
17. Tell me about a project in which you were disappointed with your own personal performance.
18. What specific goals, including those related to your occupation, have you established for yourself?
19. Tell me about a team you were on that did not work well together. What did you do to help resolve the situation?
20. Tell me about a time when you had to think on your feet to come to a decision quickly.
21. Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?
22. What have you learned about yourself since you started college?
23. If your last supervisor could describe you in three words, what would they be?
24. If you could be any animal, what would you be and why?
25. What's the most embarrassing thing that has ever happened to you? What did you learn from it?
26. If you could change anything about your education (or last job), what would it be and why?
27. Tell me about your best supervisor. Tell me about your worst supervisor.
28. Using an example from your own experiences, tell me about your leadership style.
29. Describe the characteristics you want in your ideal supervisor?
30. What's the most out of character or craziest thing you have ever done?
31. If you couldn't pursue this career path for some reason, what would be your next career choice?
32. Tell me about a class or experience that changed the way you felt or believed about something.
33. What would you do with your days if you were independently wealthy and didn't have to work?

Ultimately recruiters are trying to answer these three questions:

- 1. Can you do the job?**
- 2. Will you love the job?**
- 3. Would we enjoy working with you?**