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ACE YOUR INTERVIEW

POSSIBLE PHONE INTERVIEW QUESTIONS:

“Hello, Mr. Smith. My name is Mary Jones, and I’m the Human Resource Director at _____ Corporation.”

→ Sound ready and let interviewer know that you know who he is; be excited!

“We received your resume the other day, and I was wondering whether you had a few minutes to speak with me so I can get a better idea of what it is you’re expecting from this position.”

→ Absolutely (you should be prepared!) If you are caught off-guard, let Mr. Smith know that it is a bad time and ask immediately to reschedule. Get date and time.

“I see that your last position was with _____ Company. Why have you applied to our company?”

→ Be enthusiastic. Let Mr. Smith know that you feel your experience, skills and what you want make you a good match.

“What would your ideal job look like 5 years from now?”

→ Mr. Smith wants to know if you will stay with the company. Let him know that you will, that you are looking forward to growing with the company and contributing to its mission.

“Let me tell you a little about what we expect someone in this position to have/do, the qualifications, the hours, etc.”

→ Assure Mr. Smith that you have what he has named, list some of your matching skills and accomplishments. Let him know that you are really interested now that you have learned a bit more.

“We’ll be interviewing in the next few weeks. Are you interested?”

→ Absolutely! Ask if Mr. Smith has a specific day/time in mind, etc.

POSSIBLE INTERVIEW QUESTIONS DURING THE ACTUAL INTERVIEW – BE READY!!

1. How do you handle conflict?
2. Tell us about a difficult situation you've had at work in the past.
3. Tell us about a weakness.
4. What are your strengths?
5. Why should we hire you?
6. Where do you see yourself in five years?
7. How would you handle a co-worker doing something unethical?
8. How do you respond to irate clients?
9. How do you handle personal issues at the work place?
10. What kind of work environment best suits your personality.
11. How do you handle being micro-managed?

12. What steps do you take to resolve a problem you are unsure about?
13. Do you prefer working as part of a team or on your own?
14. How do you prioritize your work?
15. How do you handle stressful deadlines?
16. What do you feel you would bring to the company?
17. How would you handle a supervisor acting in a harassing manner?
18. What would you do if you were asked to perform a task that conflicts with company policy?
19. Tell us about your most challenging position?
20. Tell us about a failure you had at work?
21. What are 5 things you would change about your previous job?
22. What are 3 adjectives a former supervisor would use to describe you?
23. How do you establish credibility at work?

24. With what types of people do you like to work?

25. What decisions do you find difficult to make?

26. Tell us about a good/bad supervisor/manager you've had?

ACE THE INTERVIEW

BE PREPARED TO ANSWER POSSIBLE ILLEGAL QUESTIONS:

You should be aware of questions that are considered illegal. By law, an interviewer may not ask you certain questions, and you need to know these in case they come up in an interview.

If you are asked an illegal question during an interview, don't jump up and go crazy! Many employers are not skilled interviewers and do not know what is and is not legal. Be calm!

If you are asked an illegal question, you can do one of the following:

1. Decide to answer it very briefly.
2. Try to understand the employer's worry behind the question and answer it by addressing that worry
3. Tactfully point out that the question is illegal and decline to answer it.

Here are some examples:

Q. What religion do you practice?

Answer 1. I try to be a good human being.

Answer 2. I make a point never to mix my religion with my work or at work, if this is what you mean. I value my career too much for that.

Answer 3. I'm not quite sure what you're asking me. Could you please explain how the question relates to the position?

Q. How old are you?

Answer 1. In my thirties

Answer 2. I have more than 15 years experience in this industry.

Answer 3. I'm not quite sure what you're asking me. Could you please explain how the question relates to the position?

Q. Do you have children?

Answer 1. No

Answer 2. Yes I do. You should know, however, that I always keep my family life separate from my work life. I'm flexible when it comes to hours and travel.

Answer 3. I'm not quite sure what you're asking me. Could you please explain how the question relates to the position?

As you can see, you can deflect the question, or sometimes humor works well. However, if you feel you are really being discriminated against, you can always let the Human Resources Department know that you are upset and ask them if they can help you.

ACE THE INTERVIEW

BE PREPARED WITH QUESTIONS YOU CAN ASK AT THE INTERVIEW!

Remember – you need to be prepared to ask some questions at every interview, so think about this and prepare them before you go for your interview. If possible, you should try to think of some questions related to the position for which you are interviewing, and related to the skills and experience you are offering. You can also pick up on research you have done about the company and ask a question about something you have read – this lets the interviewing see that you have done your homework and are interested. Do not ask questions to stump the interviewer. Do not ask a question that the interviewer has already answered! Do not ask about salary or benefits! Remember, the questions you ask should prove to the interviewer that you are interested in giving to the position, and not in getting for yourself!

Remember, too, that you want to find out if you would like to get the position and if you would like to work for this company, so ask questions to help you find this out.

Pick and choose from the following questions, see which ones you are comfortable asking, and practice them!

- Is this a new position (if this has not been made clear)?
- Could you tell me what a typical day would be for a person in this position?
- What do you see as the most important skills that a person needs for this position?
- What do you see as the greatest challenges of this position?
- What is a typical career path of someone in this position?
- If on-the-job training provided?
- How long would it take for a new employee to become comfortable in this position?
- Does the company encourage educational opportunities for someone in this position to be able to offer more to the company?
- Who does this position report to?
- Are there annual reviews?
- How would you describe the corporate culture here in the company?
- With what other departments would someone in this position interact with?
- Have you had many other candidates for this position (towards end of interview)
- When do you expect to make a decision or move ahead with the interviewing process (towards end of interview)?
- May I follow up with you (towards end of interview)?