



Preparing for an Interview

1. Research- Learn what you can about the business before the interview.
 - a. Start with their website, study the job description, ask AI.
2. Common questions- Practice with friends, family or AI.
 - a. "Tell me a little about yourself."
 - b. "What are your biggest strengths and weaknesses?"
 - c. "Why do you want to work here?"
 - d. "Tell me about a time you faced a challenge in the workplace and how you overcame it."
 - e. "Why do you want to leave your current job?"
3. Dress- Better to over dress than be under dressed.
4. What to bring
 - a. Notepad with question responses, your questions and to take notes as needed.
5. Demeanor and non-verbal communication- 55%, 38%, 7%
 - a. Be mindful of how you act in the waiting room.
 - b. Be confident. Show enthusiasm. Sit tall, lean in.
6. How to answer questions
 - a. Keep answers short and concise, 90 seconds max. Follow-up questions are ok.
 - b. Don't say anything negative about previous employers or team members.
 - c. Give different specific examples for each question.
 - d. Don't guess at answers. If unsure about a question, ask for more information.
7. Ask questions
 - a. Come with three to five questions – it shows your interest.
 - b. "What would my success look like after 60 days on the job?"
 - c. "Why do you like working here?"
 - d. "What qualities do your most successful employees have?"
8. Also
 - a. Arrive at the interview 10-15 minutes early.
 - b. Ask for business cards or contact information to send electronic thank you notes the same day as the interview if possible.
9. How to use AI- Common prompts
 - a. "Tell me everything you can find about [Business Name], including its history, products/services, leadership, mission, recent news, and strategic direction."
 - b. "Generate a list of 15 common interview questions for a [Job Title] in the [Industry] industry with this job description." [paste job description]
 - c. "Imagine yourself as the interviewer and conduct a mock interview for the [Job Title] position, ask me a series of questions, and provide feedback on all of my responses."
 - d. "How do I best answer [common interview question] if I'm interviewing for a role as [job title] at [company/type of company]?"

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.