



How to Prepare for an Interview

1. Research- Learn what you can about the business before the interview.
 - a. Start with their website, specifically look for the 'about us' section.
 - b. Study the job description.
2. Common questions
 - 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?"
 - f. Practice these questions with friends or family.
3. Dress
 - a. Consider the company and work environment.
 - b. Look professional. Neutral tones. Better to over dress than be under dressed.
4. What to bring
 - a. Notepad or paper to take notes as needed.
 - b. Depending on the position, a portfolio or samples of work completed.
5. Demeanor and non-verbal communication- Smile, Smile, Smile
 - a. Be mindful of how you act in the waiting room.
 - b. Be confident. Show enthusiasm. Sit tall, lean in.
 - c. Make eye contact, but don't stare them down.
 - d. Be personable and friendly.
6. How to answer questions
 - a. Keep answers short and concise. Don't ramble.
 - 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 five or so questions – it shows your interest.
 - b. "What does a typical day look like for a person in this position."
 - c. "Why do you like working here?"
 - d. "What qualities do your most successful employees have?"
 - e. "What are the next steps in the hiring process?"
8. Finally
 - 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 is the interview if possible.
 - c. Be yourself and be confident. Sell yourself as the right person for the job.

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.