



# Interview Card Deck

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# Questions for you

*Tell me something about yourself.*



# Helpful thought

*Be a good sales person—think what benefits the employer would receive. Use specific examples of behavior that would benefit the interviewing organization.*



# Questions for you

*Why should I hire you and not someone else?*



# Helpful thought

*Use specific examples of behavior that would benefit the interviewing organization.*



# Questions for you

*Tell me what you really like to do.*



# Helpful thought

*Describe you skills and talents with PIT  
(People, Information, Tools)*



# Questions for you

*What words do you use to describe yourself?*



# Helpful thought

***Describe your skills and talents with PIT  
(People, Information, Tools) Authenticate  
your abilities by telling SAR stories—  
Situations you face, Actions you took, and  
Results that benefited your employer.***



# Questions for you

*How much money do you need to  
make here?*



# Helpful thought

*Show you understand that you get paid for your contributions.*



# Questions for you

*What salary range are you looking for?*



# Helpful thought

*Early compensation questions are most likely just looking for broad ranges, not specifics*



# Questions for you

*How much are you making in your  
current job?*



## Helpful thought

*Don't give salary demands until you know what would be expected of you and the interviewer has had a chance to form an opinion of you.*



# Questions for you

*What are your salary expectations?*



# Helpful thought

***Describe the total compensation package.  
Base salary is just one component of the  
total deal.***



# Questions for you

*Tell me about your most significant accomplishments on your prior jobs.*



# Helpful thought

*Use illustrations, examples, stories and anecdotes.*



# Questions for you

*What have you accomplished on the job that you are really proud of?*



# Helpful thought

*Past actions are the best predictors of future actions.*



# Questions for you

*How have you really contributed to  
your prior employers?*



# Helpful thought

*Think benefits to the employer—revenue, cost saving, satisfied customers, reduced accidents, on-time performance, etc.*



# Questions for you

*Tell me what you've done to improve yourself in the last year.*



# Helpful thought

*Show how you've improved your People, Information or Tools skills (PIT). Having a plan shows your commitment to continued growth and improvement.*



# Questions for you

*What have you learned from you  
prior experiences?*



# Helpful thought

*Show that you have accumulated experience and knowledge, not that you have had the same experience repeated over and over again.*



# Questions for you

*What do you consider your greatest strengths, skills, or talents?*



# Helpful thought

*If we think ahead, we can often avoid having to think on our feet. Tell about your specific talents as they pertain to People, Information, and Tools--PIT*



# Questions for you

*What plans do you have to continue  
your development?*



# Helpful thought

*A commitment to change unaccompanied by action is useless. Show that you have a plan for continued development.*



# Questions for you

*What sets you apart from other applicants?*



## Helpful thought

*“If you’ve done it, it ain’t bragging,” (Will Rogers)—and a job interview is not time for false modesty.*



# Questions for you

*Why should I hire you over other applicants?*



# Helpful thought

*Getting the job you really want requires selling your capabilities and carefully selecting the right company. Be specific with things you can do for your employer.*



# Questions for you

*How do you like to be managed?*



# Helpful thought

*Even aside from the interview, you need to think through our preferences in this area? Getting the job you really want requires selling your capabilities and carefully selecting the right company. Be specific with things you can do for your employer.*



# Questions for you

*Tell me about the best supervisor  
you ever had.*



# Helpful thought

*Pick companies who manage the way you like to be managed.*



# Questions for you

*How well do you take criticism?  
Followed with: What were you  
criticized about?*



# Helpful thought

*Preparation=Confidence (Don't just relate the criticism also indicate what you have done to make this irrelevant in the future)*



# Questions for you

*What type of manager will bring out  
the best in you and allow you to be  
the most productive?*



# Helpful thought

*Interviewers are interested in Capability, Willingness and Manageability, I.e., Can you do the job? Will you do the job? And, how easy will you be to manage?*



# Questions for you

*What are your greatest weaknesses?*



# Helpful thought

*Have at least one story about a “defect” or limitation.*



# Questions for you

*What is the worst thing your prior employers could say about you?*



# Helpful thought

*You may have to live with your answer.*



# Questions for you

*What would you change about  
yourself if you could?*



# Helpful thought

*What is a weakness in one situation may be a strength in another. E.g., I am too competitive and want to win at whatever I do.*



# Questions for you

*How committed can I expect you to be if I hire you?*



Helpful thought

*Honest is the best policy.*



# Questions for you

*What is your attitude towards  
overtime?*



# Helpful thought

*Your answer will be remembered, make sure you are believable and can live with it.*



# Questions for you

*What do you think is the proper balance between work and other areas of your life?*



# Helpful thought

*The right answer is what you believe and strive to achieve.*



# Questions for you

*Would you have a problem if you  
had to travel “X” percent of the  
time?*



# Helpful thought

*Employers want to know how important your job is to you in the overall scheme of things.*



# Questions for you

*What kind of people really irritate  
you?*



# Helpful thought

*Positive people get hired—so leave any negativity in the car when you go in for the interview.*



# Questions for you

*What is your strongest character trait that makes people like to work with you?*



# Helpful thought

*Be passionate about what you do best.  
Enthusiasm is contagious; if you don't  
believe in yourself others won't either.*



# Questions for you

*Describe a time when you performed  
as part of a team project.*



# Helpful thought

*More work is being done with teams;  
develop specifics about a successful team  
effort and your role in contributing to this  
success.*



# Questions for you

*What kind of people do you really  
like to work with?*



# Helpful thought

*Think team membership, your answer could affect who you will be working with.*



# Questions for you

*Are there any groups of people you find it hard to deal with or you would prefer not to deal with?*



# Helpful thought

*Avoid displaying prejudice.*



# Questions for you

*Tell me about the kind of tools  
you've used in your last jobs.*



# Helpful thought

*Illustrations, anecdotes, examples helps build believability that you can do what you claim to be able to.*



# Questions for you

*What would you need us to supply  
you with to enable you to do the best  
possible job for us?.*



# Helpful thought

*Show flexibility, employers might have budgetary or other constraints.*



# Questions for you

*What kind of things did you use to  
achieve the results you show on your  
resume?*



Helpful thought

*Be prepared to demonstrate.*



# Questions for you

*Tell me about the kind of tools  
you've used in your last jobs.*



Helpful thought

*Balance enthusiasm with realism.*



# Questions for you

*Tell me about what you know about  
(whatever it is you need to know to  
do your job).*



# Helpful thought

*Good marketing begins with solid product knowledge—**are you ready to market yourself?***



# Questions for you

*What is the most important area of knowledge you bring to the job?*



# Helpful thought

*Degrees, certifications and courses can help summarize your knowledge.*



# Questions for you

*In the past, when you've been in a new role, how long has it taken you to get up to speed?*



# Helpful thought

*Always have some prepared to indicate you want to be an asset to the organization.  
E.g., What types of projects will I be able to work on? How soon will I be able to be working on my real responsibilities?*



# Questions for you

*What information or knowledge  
would you have to develop to  
perform at a superior level in this  
job?*



# Helpful thought

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# Questions for you

***Where do you plan to be in five years? Ten? Followed with: How will this job help you get there?***



# Helpful thought

*Be able to state realistic career goals, then relate them to the position.*



# Questions for you

*Give me an example of a goal you set which you achieved.*



# Helpful thought

*Interviewers can sense off-the-cuff answers—be specific.*



# Questions for you

*What are the two most important goals you want to achieve in your life?*



## Helpful thought

*These can be non-work related but should be grounded in maintaining a reliable well paying job. E.g., To be the best example for my children.*



# Questions for you

*What religion do you practice?*



# Helpful thought

*An illegal question. Diplomatically refuse to answer.*



# Questions for you

*What nationality are you?*



# Helpful thought

*An illegal question: Ask a question to determine the relevance of this for the job you can do.*



# Questions for you

*Do you have dependents?*



# Helpful thought

*An illegal question. If you have special needs, try an answer which conveys these to the employer.*



# Questions for you

*Are you married?*



# Helpful thought

*An illegal question. Your decision on answering, try a positive response illustrating your family values.*



# Questions for you

*What if...you supervised someone  
who suddenly started coming in late  
and performing markedly worse  
than before?*



# Helpful thought

*A challenging situation to determine how willing you are to address performance problems, in the face of a potential interpersonal conflict.*



# Questions for you

*What if...you had a technical problem you had never encountered before? How would you diagnose and resolve the problem?*



# Helpful thought

*State generically how you solve problems,  
and then relate that to the specific  
situation.*



# Questions for you

*What do you think is the single most important personal characteristic to be successful in the job? (Followed with: Tell me about a time when you demonstrated that characteristic.)*



# Helpful thought

*Always be ready with specific illustrations  
or anecdotes—SAR (Situation, Action  
Results)*



# Questions for you

*What do you think is the second most important personal characteristic to be successful in the job? (Followed with: Tell me about a time when you demonstrated that characteristic.)*



# Helpful thought

*Always be ready with specific illustrations  
or anecdotes—SAR (Situation, Action  
Results)*



# Questions for you

*What do you think is the third most important personal characteristic to be successful in the job? (Followed with: Tell me about a time when you demonstrated that characteristic.)*



# Helpful thought

*Always be ready with specific illustrations  
or anecdotes—SAR (Situation, Action  
Results)*



# Questions for you

*What questions do you have of me  
(the interviewer)?*



# Helpful thought

*Ask where you stand relative to others they are interviewing for this position.*



# Questions for them

*Ask three questions about what you would first be doing if hired.*



# Helpful thought

*Early on in the interview, do market research on what specific job or problem the successful applicant will be expected to tackle.*



# Questions for them

*Ask three questions about  
performance evaluations.*



# Helpful thought

*Chances for advancement are fully as important as starting salary.*



# Questions for them

*Ask five questions about whoever  
your immediate supervisor would be.*



# Helpful thought

*The single most important job satisfaction factor is our immediate supervisor—we don't quit companies we quit supervisors.*



# Questions for them

*Ask five questions about the company and the values that it holds.*



# Helpful thought

*Every corporation has a culture. Some are good, others aren't—why settle for “aren't”?*



# Questions for them

*Ask three questions about different aspects of the compensation package.*



# Helpful thought

*Look for types of compensation not documented on your W-2 form. Both parties need to be explicit about their expectations in this area—know what you want and need for a happy and content life.*



# Questions for them

*Ask two questions about things that would affect your desired quality of life.*



# Helpful thought

*What are the working conditions you need to be happy in this job?*



# Questions for them

*Ask two questions about the benefit package.*



## Helpful thought

***The right benefit package can make a big difference. Look for types of compensation not documented on your W-2 form.***



# Questions for them

*In three sentences summarize your qualifications, what you could do for the company, and ask for the job.*



# Helpful thought

*Who is going to bargain on your behalf if you won't?*



# Making conversation

*Comment about something you see  
in the room.*



# Helpful thought

*Einstein said something to the effect that curiosity is more important than intelligence.*



# Making conversation

*Comment about something you see  
in the room.*



# Helpful thought

*Einstein said something to the effect that curiosity is more important than intelligence.*



# Making conversation

*Share a personal goal.*



# Helpful thought

*Don't be afraid to show that you are human and have a personal side*



# Making conversation

*Tell something you did away from  
work that you really enjoyed.*



# Helpful thought

*Indicate that you work to live with an illustration of what you do to relax or contribute to your community, church or other organizations.*



# Making conversation

*Comment about something about the company you are interviewing with, something from the news or annual report or other sources.*



## Helpful thought

*OK, so you don't like sports, then ask about a civic event of cause the company is supporting. Anything which shows you have taken an interest in what the company is all about.*



# Making conversation

*Comment on a product or service offered by the company you're interviewing with.*



# Helpful thought

*If you use their product let them know what you think. If it is not a consumer product show that you have researched what the company produces and the image it is trying to create for its product offerings.*



# Making conversation

*Ask how the company you're interviewing with is handling some new offering by a competitor of the company.*



# Helpful thought

*Asking the right questions is sometimes more important than having the right answers.*



# Making conversation

*You may have things in the past that is a “sensitive” or “embarrassing” issue if brought up. How would you respond to a question about it early in an interview?*



# Helpful thought

*Know ahead of time how you are going to deal with any issues that may be bothering you. The timing and phrasing of the disclosure can be very important.*



# Answering Techniques

*Ask to have the next question clarified.*



# Helpful thought

*Knowing why a questions was asked can be as important as knowing the answer.*



# Answering Techniques

*Assuming that the interviewer asked a question about your past job that would require you to divulge confidential or trade secret information if you answered it.*



# Helpful thought

*Sometime, we build credibility by saying  
**no.***



# Answering Techniques

*Restate the actual question before  
answering it..*



# Helpful thought

*Repetition can buy time.*



# Answering Techniques

*Assume that you are about to disagree with the interviewer or give an answer that he or she obviously is not expecting. What phrase or lead-in will you use to soften the answer?*



# Helpful thought

*You are under no obligation to answer every question exactly as asked—just to be truthful in your answers.*



# Answering Techniques

*What will you say if you just don't know the answer to a question?*



# Helpful thought

*Many times, saying we don't know the answer makes our other answers a lot more credible.*



# Answering Techniques

*What are three ways to get the interviewer to expand on what he or she was saying?*



# Helpful thought

*Drawing out information from the interviewer lets us understand his or her wants and needs better.*



# Answering Techniques

*Assume that the interviewer is obviously having a very bad day and cannot give you the proper attention.*

*Terminate the interview in a way that may permit you to come back*

*again.*



# Helpful thought

*You deserve the full attention of the interviewer. If you can't get it, it may be a wise thing to reschedule and leave.*



# Answering Techniques

*Take the initiative and disclose to the interviewer something in your background that could be a sensitive issue.*



## Helpful thought

*The worst plan for dealing with sensitive issues is not having a plan. Consider making “the sensitive past issue” an issue of strategic importance in your job campaign.*