About interview

Interviewing is an art; not a science.  You must understand the art of interviewing, and practice, in order to win the job offer.



**Interview: their face are the test of your EQ
(Interview = IQ + EQ)**

Interview 6 tricks
Match-making: your need = they need

1，【**Match**】Job is like a marriage, you have what they need and you want they have. Match making, must match, too high or too low no good, they may not want you, even if you are super good, because it does not match.

2，【**Your Home Work**】 Prepare your profession. It must be as good as you speak. If not, don't bother to cheat.

3，【**You Look good**】May not be expensive, but must be neat and clean. This shows your attitude and sincerity, and character.

4，【**IQ**】No.1 you must 100% understand the question, and give the answer of what they want, NOT what you have. No.2, some Qs have no definite answer, the answer is to know HOW you answer or solve it. If you don't know the answer, tell them HOW you can get the answer, instead of just say "NO". No.3, use details, examples, rather than vague, except you are interview for diplomatic or politician.

5，【**Don't bother their attitude**】They just wear the shark mask, but they are not sharks. There is no personal, but just business. They challenge you but it does not mean you are not friends. Don't worry about their face。

6，【**Thanks giving after interview**】No matter what, send thank-you letter after interview. Courtesy is a healthy attitude for your whole life. Arrogance and ignorance are unhealthy for your happiness index.

Relationship



Buty is the relationship, Future is colorful and bright, but you must walk on the track.

心理

* 【Employer】You have to know the perfect and non-perfect side of interviewee, how bad a person can be, know how to make use of non perfect to perfect
* 【Employee】 There is no end of the world the world will always continue. Failure or success are just a learning and experience but not the end-of-world.

http://km2000.us/franklinduan/articles/interviewing.htm

**TYPES OF INTERVIEWS**

[**Interviewing Types and Tips**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#10)

[**Telephone Interviews**](http://www.manchester.edu/OSD/Career/pages/docs/Telephone%20Interviewing.doc)

[**Information Interviews**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#3)

**WHAT TO WEAR TO AN INTERVIEW**

[**Tips for Your Business Wardrobe - Women**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#9)

[**Tips for Your Business Wardrobe - Men**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#8)

**WHAT YOU MIGHT BE ASKED IN AN INTERVIEW**

[**50 Questions Recruiters Ask College Seniors**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#7)

[**Top 15 Interview Questions Asked**](http://www.resumedoctor.com/ResourceCenter.htm#interviewsurvey)

[**Beat Interview Brainteasers**](http://www.manchester.edu/OSD/Career/pages/docs/Interview%20Brainteasers.doc)

[**Handling the Tough Questions**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#4)

**WHAT YOU NEED TO KNOW!**

[**Questions for the Interviewer**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#6)

[**Handling the Illegal Question**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#5)

[**Avoid the 10 Most Common Interview Mistakes**](http://www.manchester.edu/OSD/Career/pages/docs/Avoid%20the%2010%20Most%20Common%20Interview%20Mistakes.doc)

[**Deadly Sins to Avoid in Job Interviewing**](http://www.manchester.edu/OSD/Career/pages/Interviewing.html#2)

Interview Qs

# So, tell me about yourself.

This question is an open ended question that usually catches people by surprise.  When an interviewer is asking this question he or she is scouting for two or three of your traits. These traits should relate to the job.

**How to reply:**

First 1/3: about your qualification

1. List a couple of your key accomplishments
2. List a couple of your key strengths demonstrated by these accomplishments.

Second 1/3: about the company you know so far

1. Reply with some of the company’s attributes.
2. Describe how you can strengthen those attributes, or how they can strengthen you.

Third 1/3: you and company

1. Elaborate on the importance of these strengths and accomplishments to your prospective employer.
2. Answer where and how you see yourself developing in the position for which you’re applying (with the right amount of modesty).

**Some tips:**

1) Try to formulate an answer before you go into the interview.

2) Keep things conversational.  Do not sound rehearsed.

3) Include strong positive phrases and words.

4) Use this question to set the course of the interview.

5) End with a question.  This will give you a breather while demonstrating involvement and enthusiasm.

#  Your Work History:

Why are you thinking about leaving your current job?

Why did you end up leaving your last job?

These questions can be fatal, if not answered right.

# Why

## Why do you want to work here?

In order to answer this question, you must research the organization.

**How to reply:**

1) Reply with some of the company’s attributes.

2) Describe how you can strengthen those attributes, or how they can strengthen you.

## What are your biggest accomplishments?

This is a way for an employer to determine how much you have contributed.

**How to reply:**

1) Make sure the answers relate to the job.

2) Start your answer with, “Although I feel my biggest achievements are still ahead of me, I am proud with my involvement with......”.

## What are your qualifications?

The employer is trying to see if you match the job.

**How to reply:**

1) Give examples that show your skills and accomplishments.

2) Stress the skills that relate to the job.

3) Use numbers whenever possible.

## What are your strengths and weaknesses?

The employer is trying to find out exactly what kind of person you are.

**How to reply:**

1) List a skill and accomplishment that is directly related to the employer’s need.

2) Turn your negative weakness into a positive.

3) Let the employer know that you are working on fixing your weakness.

## Why should we hire you?

This employer wants to know the real motivations for seeking employment with him or her.

**How to reply:**

1) As always, stress your abilities and skills that relate to the job.

**2) Be as specific as possible.**

# 50 QUESTIONS RECRUITERS ASK COLLEGE SENIORS

The purpose of an employment interview is for the interviewer to learn more about a candidates education and qualifications and how they may benefit the interviewer's company. Likewise, prospective candidates want to convince the interviewer that they are best applicant for the position. Listed below are fifty questions often asked by employers during an employment interview. (Dr. Frank Endicott, Black Collegian Feb/Mar 1981)

1. What are your long-range and short-range **goals** and objectives; when and why did you establish these goals and how are you preparing yourself to achieve them?
2. What **specific goals**, other than those related to your occupation, have you established for yourself for the next ten years?
3. What do you see yourself doing five years from now?
4. What do you really want to do in life?
5. What are your long-range career objectives?
6. How do you plan to achieve your career goals?
7. What are the most important rewards you expect in your business career?
8. What do you expect to be earning in five years?
9. Why did you choose the career for which you are preparing?
10. Which is more important to you, the money or the type of job?
11. What do you consider to be **your greatest strengths and weaknesses**?
12. How would you describe yourself?
13. How do you think a friend or **professor who knows you well would describe you?**
14. What motivates you to put forth your greatest effort?
15. How has your college experience prepared you for a business career?
16. Why should I hire you?
17. What qualifications do you have that you think will make you successful in business?
18. **How do you determine or evaluate success?**
19. What do you think it takes to be successful in a company like ours?
20. In what ways do you think you can make a contribution to our company?
21. What qualities should a successful manager possess?
22. Describe the relationship that should exist between a supervisor and subordinates.
23. What two or three accomplishments have given you the most satisfaction? Why?
24. Describe your most rewarding college experience.
25. If you were hiring a for this position, what qualities would you look for?
26. Why did you select your college or university?
27. **What led you to choose your field of major study?**
28. **What college subjects did you like best? Why?**
29. **What college subjects did you like least? Why?**
30. If you could do so, how would you plan your academic study differently? Why?
31. What changes would you make in your college or university?
32. Do you have plans for continued study? An advanced degree?
33. Do you think that your grades are a good indication of your academic achievement?
34. What have you learned from participation in extracurricular activities?
35. In what kind of a work environment are you most comfortable?
36. **How do you work under pressure?**
37. Are you interested in part-time work? Why?
38. How would you describe the ideal job for you following graduation?
39. Why did you decide to seek a position with this company?
40. What do you know about our company?
41. What two or three things are most important to you in your job?
42. Are you seeking employment in a company of a certain size? Why?
43. What criteria are you using to evaluate the company for which you hope to work?
44. Do you have a geographical preference? Why?
45. Will you relocate? Does relocation bother you?
46. Are you willing to travel?
47. Are you willing to spend at least six months as a trainee?
48. Why do you think you might like to live in the community in which our company is located?
49. **What major problems have you encountered? How did you deal with them?**
50. What have you learned from your mistakes?