



# Job Market Survival Tips



# Contents

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- 1 Types of Interviews
- 2 Handling Common Interview Questions
- 3 “Do you have any questions?”
- 4 Interview Follow-up



# 1

**W**hether you have been in the job market for years or you're just entering into the workforce, successfully navigating an interview can be tricky. When an opportunity for a new career presents itself, do you know what to expect?

With the introduction of technology in the job market, the interview landscape has become ever changing. Many people struggle with the proper way to conduct themselves in different interview settings. Stay ready for whatever interview style an employer may throw your way with these tips for navigating iconic interview styles.

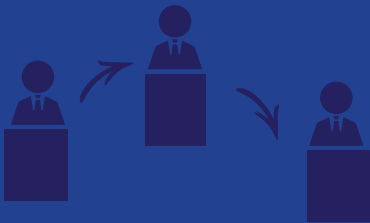
# Are you prepared for your interview?



## Telephone or video conference

This type of interview is one where you only have your verbal and vocal communication to rely on.

- No eating, drinking, smoking, or gum chewing while talking.
- Make sure there is no background noise.
- Speak with appropriate volume, enthusiasm, and energy.
- Let the interviewer guide the agenda and discussion.



## Round Robin

A series of interviews where you move from person to person. A number of interviewers offer a number of different impressions.

- Remain calm and collected.
- If you are being asked the same questions from different people, don't be frustrated or annoyed. Continue to answer as if it was the first time asked.
- Feel free to ask them questions.



## Panel

You will be interviewed by a panel of your peers.

- If you are unsure of an answer, do not lie or become frazzled. Instead, respond in a calm manner and inform the interviewer that you do not know the answer, but will get back to them.
- When responding, look at the person who asked the question.
- If with peers, be prepared to take control if no one else does.



# 2

**W**hether you have been in the job market for years or you're just entering into the workforce, properly responding to an interview question can be tricky. When an employer asks these 10 common interview questions, do you know how to respond?

# Handling Interview Questions

## **1. "Tell me about yourself."**

Most people feel fairly comfortable when discussing themselves. To craft the perfect response to this question, only stay on this subject for one to two minutes. Be logical in your approach. You can start anywhere, for example, high school, college, or your first position. The interviewer is looking for strong communication skills and linear thinking. For an added bonus, try to score a point or two with the interviewer by describing a defining personal attribute or soft skill you possess.

## **2. "Why are you leaving your current position?"**

This is a very critical question. Don't "bad mouth" a previous employer. Be sure your reasons for leaving do not mirror situations you will be in with the new position for which you are interviewing.

## **3. "Why do you believe you are qualified for this position?"**

Pick two or three main factors about the job and about you that are most relevant. Discuss these factors for no more than two minutes, with specific details. Select a technical skill, a specific management skill (organizing, staffing, planning) and/or a personal success to highlight.

#### **4. "What do you consider your most significant strengths?"**

Be ready to name three strengths. Be able to discuss each with a specific example. Select those attributes that are most compatible with the job opening. Try to think of words that will “stick with” the interviewer.

#### **5. "What do you consider your most significant weaknesses?"**

Don't reveal deep character flaws. Rather discuss tolerable faults that you are working towards improving. Try to show how weaknesses can be turned into strengths. For example, how concentration on details results in higher quality work even though it sometimes requires overtime.

#### **6. "What are your career goals? Where do you see yourself five years from now? Ten years?"**

Most importantly, be realistic! Pie-in-the sky stuff brands you as immature. One or two position changes in three to five years is a reasonable goal. If your track record indicates you're on line for senior management in ten years, it's okay to mention.

## **7. "Why should we hire you for this position? What kind of contribution would you make?"**

Good chance to summarize. By now you know their key problems. Restate them and show how you would address them. Relate to specific attributes and specific accomplishments. Qualify responses with the need to gather information. Demonstrate a thoughtful, organized, strong effort kind of attitude.

## **8. "Why are you seeking a position with our company?"**

Indicate that from your research, the business issues that they face are the kind that excite you and match up well with your skills, abilities, and past experiences. If you can do so honestly, express what it is about the company that appeals to you.

## **9. "How would you describe your personality?"**

Mention two or three of your most beneficial traits; highlighting those that would be a valuable asset for the position under discussion, and what would be a "fit" in the company.

## **10. "How would your co-workers describe you?"**

Refer to your skills, strengths and personality traits.

# 3

The answer is really quite simple. Asking questions gives you the opportunity to do some R&D and find out if this job is truly the best fit for you. It is your chance to gather specific information on the position, the department, the team, and the company.

Asking post-interview questions not only allows you to walk away with all the information you need, but it also shows the interviewer a few things, too! Asking post-interview questions shows the interviewer that you are enthusiastic, knowledgeable, truly interested in the opportunity, engaged in the conversation, and that you came prepared.

Avoid the awkward moment of silence and look of disappointment on the interviewer's face. The next time you're asked the inevitable, "Do you have any questions?", refer to this list of 15 post-interview questions.



# “Do you have any questions?”

## *Example Questions to Ask a Potential Employer*

1. What are the company's plans/goals?
2. Describe the work environment and company culture.
3. Describe the typical responsibilities of the position.
4. What are the challenging facets of the position?
5. What are the expectations of me for this position?
6. Are there opportunities for advancement?
7. Why is the position open?
8. What are the three most important things you would like to see this person accomplish in this position?
9. What makes people successful in this company?
10. How are decisions made here?
11. How receptive is this company to new ideas?
12. How would you describe your management style?
13. What do you see as the future of this company?
14. Who are the other people I would work with?
15. This is a great opportunity and I am more than just interested in the position. What is the next step in the interview process?

# 4

**Y**ou've survived the tough terrain of the job market! You've let MAU be your guide as we've navigated iconic interview styles, handled common interview questions, and reviewed some post-interview questions you should be asking. Your interview is now complete and it's time for the follow-up!

Following an interview, promptly (within 2 business days) write the interviewer a letter expressing appreciation and thanks for the interview. The wonderful thing about follow-up letters is that they can come in multiple formats. Thank-you letters can be hard copy typed, handwritten or e-mailed. Not sure where to start?

# The purpose of the letter is to:



- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Demonstrate that you have good manners and know to write a thank-you letter.
- Follow up with any information the employer may have asked you to provide after the interview.

Not sure where to start?

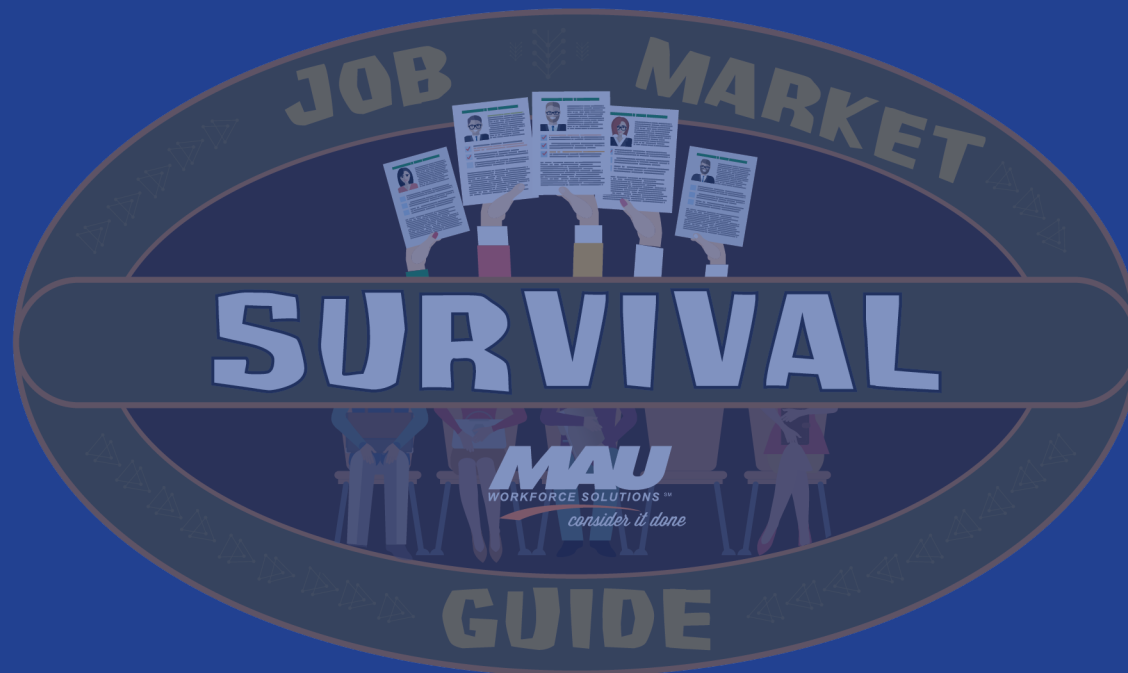
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