

## What Qualities Are Employers Seeking in Employees

Positive Attitude  
Professionalism  
Communications  
People Skills  
Sociability  
Corporate Fit  
Conflict Resolution  
Decision-Making Skills  
Teamwork/Team Building  
Organization  
Judgment  
Adaptability  
Motivation  
Initiative  
Compliance  
Stress Management  
Leadership  
Analytical Ability  
Creativity  
Integrity  
Work Ethic  
Accountability  
Commitment to Quality  
Composure  
Dedication  
Dependability  
Diligence  
Loyalty  
Responsibility  
Enthusiasm  
Goal Orientation  
Good Use of Language  
Self-Discipline  
Self-Confidence  
Punctuality  
Trainability  
Love of Learning  
Ability to Identify Opportunities and Trends  
Want More Than a Paycheck

## Sample Interview Questions

Tell me about yourself.

Why are you interested in this position?

What is your long term career objective and how do you plan to achieve it?

What is your greatest accomplishment?

Tell me about some of your most recent accomplishments at work.

What inspired you to choose your career?

What strengths do you bring to this organization?

What weakness(es) do you have and how do you handle them?

What did you do to prepare for this interview?

Describe your ideal job.

How do you organize for major projects?

If you had to describe your major philosophy in life, without reference to any religion, what would that be?

Tell me about a time you were asked to complete a task you knew nothing about. How did you complete it? What was the result?

What is the best job you have ever done on an assignment?

What do you use as your personal benchmark for success?

Recall a major change you went through and how you handled it.

Describe a major problem you have faced and how you dealt with it.

Give me an example of a time you had to make a difficult decision and how you handled it.

Tell me about a time you worked with a difficult team and how you dealt with it.

Tell me about a time you demonstrated your best leadership abilities.

Describe your leadership style.

Tell me about a problem you solved in a unique, creative or unusual way, and describe any obstacles you overcame.

Describe how teamwork was part of your last job and what was your fit in that situation?

Describe a time you had a conflict or disagreement with a supervisor/boss and how you handled it.

If you get this job, where do you see yourself 5 years from now?

What have you done to make your current place of employment a better place?

You notice during your work that something could be done to improve operations or customer service, what would you do?

Your boss asks you to improve operations or productivity in your workplace, what would be your approach?

What would you do to improve the corporate climate here?

Describe the best boss you ever had and describe why.

What do you think are the most important qualities of a good boss?

## **Career Specific Interview Questions**

### **Teaching**

What specific approaches do you have for dealing with at risk students?

What strategies do you use to improve reading skills of students far below grade level?

What do you do to inspire love of learning in your students?

How do you handle a student in your classroom who is disruptive?

How do you handle the gifted and talented students in your classroom?

### **Medicine**

What is your patient management style?

What is your approach to a patient with multi-system problems?

How do you handle a situation where you disagree with a physician/colleague about the treatment of a patient?

### **Clothing Design**

What is your personal clothing style?

What types of clothing do you like to design?

Your boss tells you to design a line of clothing and you do not agree with her/his ideas, what do you do?

### **Architecture**

What architectural style do you like best and why?

Your client wants you to design a project in a way with which you do not agree, how do you handle it?

### **Chemical Engineering**

What specifically do you want to do with your degree in Chemical Engineering?

Why did you choose chemical engineering as a career?

One of your plants has a significant quality control issue in the outcome of your product, how do you handle it?

**Hospitality**

You just realized you have a party of 100 people coming in tomorrow and you forgot about it. What do you do?

If you had the ability to design and manage your own restaurant, what would it be like?

**Youth Ministry**

How do you work with a youth who has a very difficult home life?

How do you deal with a youth who does not want to be in your ministry but who is being forced to be there by his/her parents?

How do inspire leadership in your youth?

## Winning Interviewing Techniques

Most interviews are lost/decided in the first two minutes of the interview. How do you rise above the other candidates and get the job?

1. Dress appropriately
2. Use good hygiene
  - a. No cologne
  - b. Clean
  - c. Proper haircut and color
  - d. No body piercings, etc.
3. Be prepared
  - Prepare questions to ask
  - Research the company/employer
4. Be punctual
5. Watch body language and nervous mannerisms
  - Sit well back in chair
  - Sit forward with good posture
  - Hold head up
  - Make eye contact
  - Smile naturally
  - Do not fold arms, leave on armrests
  - Open suit coat when sitting, open palms when gesturing
6. Have attitude that you are looking for a job with a good fit for you and employer
7. Make eye contact
8. Give a good handshake
9. Listen to questions and answer them
10. Do not interrupt
11. Monitor complaints; do not bad mouth a previous employer
12. Ask company or job focused questions, not “gimme” focused
13. Do not discuss salary in first interview; answer questions, but do not give salary
14. Use good language effectively
15. Speak with confidence, but not arrogance
16. Exhibit good behavior throughout interview process, even before and after the I interview
17. Accept the position before you leave the interview
18. Practice 50/50 rule; 50% talking and 50% listening
19. Portray yourself as a resource person, not a beggar
20. Send a thank you note

## **References**

What Color is Your Parachute, 2005 Edition, Richard Bolles, Ten Speed Press, 2005.

Springboard to Success, April Callis, Kensington Press, 2005

501+ Great Interview Questions for Employers and the Best Answers for Prospective Employees, Dianna Podmoroff, MBS, CHRP, Atlantic Publishing Group, 2005