

Interview Tips – *How to Answer (And Ask) Questions*

According to Rich Alexander of the Job Interviewing Boot Camp, you need to know five things about answering questions in an interview. To view the entire video, go to <http://www.youtube.com/watch?v=JYql0mAp2AY>).

- **Listen to the Question** – Do not answer the question until you fully understand it. Feel free to ask questions in order to clarify.
- **Be Honest** – Do not distort the truth, only to get caught in it later during the interview.
- **Be Positive** – This is especially important when discussing situations that were difficult or involving conflict. Frame your answer within the context of the opportunities for learning or growth.
- **Answer Only the Question Asked** – Do not ramble as this makes you look like you do not know the answer or are trying to fool the interviewer. It is also fine to ask the interviewer if you answered the question.
- **Structure Your Answers** – This is accomplished by stating ...
 - What you did
 - Why you did it
 - What you learned from the experience

Remember, questions are designed to gain an understanding of the applicant's interests, ambitions, knowledge, and problem solving skills.

Have questions prepared prior to the interview.

- There are a number of books and websites that can offer potential questions you may be asked and questions you may wish to use in your interview.
- Remember that a good interview, for both the applicant and the interviewer, consists of an even exchange of information. You should be asking questions in order to determine just what the interviewer is looking for in a candidate.
- Your goal is to demonstrate your:
 - Thinking ability
 - Communication style
 - The knowledge, skills, and abilities you have to offer





Sample Questions to Ask an Interviewer

- How would you describe the leadership style of the organization?
- What would be the natural progression for growth and development in this position?
- How will I be evaluated and when?
- What tools and resources are available for me to accomplish the goals of this position and department? (i.e. training, budget, staff, etc.)
- How long have you worked for this organization and how has the experience been for you?
- What do you like best about working here? What do you like the least?
- How was this position created or why?
- In six months, how will you know you have hired the right person – what will be different?

Type out the questions you will ask during your interview and place in a separate file to carry into the interview.

Remember: The manner in which you execute your job search should communicate to the employer how you will work on the job.

Be prepared – Be organized – Demonstrate professionalism