

# Personal Interview

## Preparing for the Interview:

- **Do your homework!**
  - Understand what employers are looking for—read the announcement carefully.
  - Learn as much about the company or individual as possible.

### Questions to Consider:

- What does the company do?
- What type of business are they in?
- Who are their competitors?
- What size is the company?
- Where are they located geographically?
- What are the different divisions?
- Does the company perform any kind of special service?
- Is it expanding or downsizing?
- What training programs are used?
- Are they making money?
- How strong is management?
- What is their growth rate?

[www.companysleuth.com](http://www.companysleuth.com)

[www.redherring.com](http://www.redherring.com)

[www.fortune.com](http://www.fortune.com)

[www.nasdaq.com](http://www.nasdaq.com)

[www.hoovers.com](http://www.hoovers.com)

[www.yahoo.com](http://www.yahoo.com)

[www.bloomberg.com](http://www.bloomberg.com)

[www.altavista.com](http://www.altavista.com)

[www.northernlight.com](http://www.northernlight.com)

[www.companiesonline.com](http://www.companiesonline.com)

[www.syndico.com](http://www.syndico.com)

### Websites to Consider:

[www.dogpile.com](http://www.dogpile.com)

[www.salarysource.com](http://www.salarysource.com)

## Questions you may want to ask...

- Please describe the typical first year assignments.
- What type of training program do you offer new employees?
- What do you see as the greatest challenge in this position?
- What opportunities exist for professional growth and development?
- What are the company's plans for future growth?
- What makes your firm different from its competitors?
- Describe the work environment.
- Is it the company's policy to promote from within?
- What is the overall structure of the department where the position is located?
- What characteristics does a successful person have at your company?
- Please describe a typical day on the job.
- How are employees evaluated and promoted?
- What are the typical career paths? What are realistic time frames?
- How has working at this company influenced your personal and professional growth?

## Questions you may be asked....

- Tell me about yourself.
- What are your short-term and long-term career goals?
- What are the most important rewards you expect in your career?
- What do you consider to be your greatest strengths and weaknesses?
- How has your college experience prepared you for a career?
- Why should I hire you? Why do you want this position?
- What qualifications do you have that make you think you will be successful?
- In what ways do you think you can make a contribution to our organization?

- What two or three accomplishments have given you the most satisfaction?
- Why did you choose the career for which you are preparing?
- In what kind of work environment are you most comfortable?
- How would you describe the ideal job for your following graduation?
- What do you know about our organization?
- Do you have a geographical preference? Will you relocate?
- Describe a major problem you have encountered and how you dealt with it.
- What motivates you to put forth your greatest effort?
- Do you have plans for continued study? An advanced degree?
- Do you think your grades are a good indication of your academic achievements?
- What non-career related goals have you established for yourself in the next 5 years?

**Contestant Name** \_\_\_\_\_

	Possible Points	Points Received
Appearance and courtesy	45	
Greetings and introduction <ul style="list-style-type: none"> <li>• Provided business card</li> <li>• Introduce self</li> </ul>	45	
Speech <ul style="list-style-type: none"> <li>• Grammar</li> <li>• Vocabulary</li> <li>• Volume</li> <li>• Enunciation</li> </ul>	45	
Attitude and personality <ul style="list-style-type: none"> <li>• Forcefulness</li> <li>• Poise</li> <li>• Temperament</li> <li>• Sincerity</li> </ul>	45	
Ability to convince or impress interviewer <ul style="list-style-type: none"> <li>• Persuasiveness</li> <li>• Self-Confidence</li> </ul>	45	
Knowledge and presentation of abilities <ul style="list-style-type: none"> <li>• Educational experience</li> <li>• Occupational experience</li> </ul>	45	
Reliability <ul style="list-style-type: none"> <li>• Frankness</li> <li>• Consistency</li> <li>• Accuracy</li> </ul>	45	
Poise <ul style="list-style-type: none"> <li>• Tact</li> <li>• Discretion</li> <li>• Questions asked of interviewer</li> </ul>	45	
Career Objective <ul style="list-style-type: none"> <li>• Degree to which the contestant had determined career objective</li> </ul>	45	
Conclusion of interview	45	
<b>Total possible points</b>	<b>450</b>	