

There is a skill to interviewing. This includes being prepared with questions to ask and anticipating questions that will be asked of you. Here are some suggestions to assist you:

## Questions you might ask

1. Why is this position open?
2. How often has it been filled in the past five years? What were the main reasons?
3. What would you like done differently by the next person who fills this position?
4. What are some of the objectives you would like to see accomplished in this job?
5. What would you like to change within the next 3 months?
6. What are some of the long term objectives you would like to see completed?
7. What are some of the more difficult challenges of this position?
8. How do you think these could be handled?
9. What type of support does this position receive in terms of people, finances, etc?
10. What freedom would I have in determining my work objectives, deadlines, and methods of measurement?
11. What advancement opportunities are available for the person who is successful in this position and within what time frame?
12. What is the success rate of the services and products over the years?
13. What significant changes do you foresee in the near future?
14. How will I be evaluated in this position?
15. What accounts for success within this company?

## Questions you might be asked

1. Tell me about yourself? (keep your response within 2 minutes)
2. What do you know about our company?
3. Why should we hire you?
4. What can you do for us that someone else can't?
5. What do you look for in a job?
6. What skills and qualifications are essential for success?
7. How long would it take for you to make a meaningful contribution?
8. How does the assignment fit into your overall career plan?
9. Describe your management style?
10. What do you believe is the most difficult part of being a supervisor of people?
11. Why are you looking for a new career?
12. How would your colleagues describe you?

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13. How would your boss describe you?
14. How would you describe yourself?
15. What do you think of your present or past boss?
16. What were the five most significant accomplishments in your career so far?
17. Can you work well under deadlines or pressure?
18. How much do you expect if we offer you this position?
19. Why do you want to work for us?
20. What other positions are considering?
21. Have you kept up in your field with additional training?
22. What are your career goals?
23. What are your strong points?
24. What are your weak points?
25. How did you do in school?
26. Where do you see yourself in 2 to 5 years?
27. If you took the job what would you accomplish in the first year?
28. What was wrong with your last job?
29. Do you have a reference list?(If they don't ask, don't offer!)
30. Can you explain your salary history?
31. What questions didn't I ask that you expected?
32. Do you have any questions for me?