

Job Search #2-

# The Interview

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**FUTURES THROUGH TRAINING**

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**UTAH FARMWORKER PROGRAM**

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## The Interview - Interview Overview

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Interviews are the time that employers use to “test drive” possible employees. They take this time to compare one employee with another and decide who is the best fit for the job and for the company.

The key to being successful in an interview is to prepare and to be the best that you can be. Employers will judge you in several different areas:

**1. Appearance -**

The ideal employee looks professional; like they care about the way they present themselves and would represent and portray the company.

**2. Ability -**

The ideal employee seems to be competent and to have enough training, experience and/or talent to be effective in the job.

**3. Attitude -**

The ideal employee will have an “I can and I will” attitude. A positive attitude is more important to most employers than training and experience.

**4. Answers -**

The ideal employee is able to answer any question that is asked with confidence, and clarity.

**Don't take your cell phone into your job interview –  
leave it in the car or at home!**



# The Interview - Attire Information

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When you go to any interview, you need to dress professionally. You need to look like the perfect employee, or some people won't even listen to what you say or care what you can do.

Here are examples of what you need to wear to an interview:

## Women:

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- Professional Looking Dress or Dress Suit
- Nylons
- Closed-Toed Shoes
- Hair: Pulled Back, Combed & Professional Looking
- Make-up: Conservative

## Men:

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- Business-Looking Suit or
- Professional-Looking Slacks and Jacket
- White or Light Colored Dress Shirt
- Conservative Tie
- Dark Colored Socks, Dark Dress Shoes
- Hair & Face: Clean Shaven, & Combed Hair



**Dress for the job you want – not the job you have.**

# The Interview - Interview Questions

How you answer the interview questions will tell the employer a lot about you. You need to be confident, clear, and concise. Many people go into an interview without preparing, and it always shows. Practicing is the best way to deal with the difficult questions that you will be expected to answer. The more you practice, the more confident you will be, and the more likely you will be to impress the interviewer.

Here are some ways to answer the six most common types of questions that you will face. Memorize the steps so that you can answer all parts of the questions, and you will stand out from the other people being interviewed who have not practiced.

| Type of Questions   | Hint  | Examples  |
|---|---|---|
| <b>1. Simple Yes &amp; No Questions</b>   | Never answer just yes or no. Make sure that you give some kind of an explanation.<br>This is a two part answer:<br>1. Answer Yes or No<br>2. Explain why.   | <b>Question:</b><br>Are you reliable?<br><b>Answer:</b><br>Yes, I take pride in making sure I can be counted on.  |
| <b>2. Definition Questions</b>  | Most employers who are asking definition questions are doing it because these are the qualities they want in their employees.<br>This is a two part answer:<br>1. Define the word<br>2. Tell how you have this quality. | <b>Question:</b><br>What does flexibility mean to you?<br><b>Answer:</b><br>Flexibility means being able to work whenever I am needed, and doing whatever activities are needed. I am a very flexible person and will do whatever you need me to do, whenever you need me to do it. |
| <b>3. Biggest Strength/Best Attribute/Best Quality/Why should we hire you/What do you have to offer the company Questions</b> | This is an opportunity to tell how wonderful you are! Be prepared and tell them how great you are, and be prepared to stop as soon as you can tell that the interviewer is done listening.                              | <b>Question:</b><br>What is your best attribute?<br><b>Answer:</b><br>I am a hard worker who can operate a forklift, do basic computer functions.... (and so on)  |

**Before you answer, think about all the parts so you can answer completely**

## The Interview - Interview Questions

|  |   |   |
|--|---|---|
| <b>4.<br/>Biggest Weakness<br/>Questions</b>       | There are two different types of interviewers. One that wants you to admit that you have weaknesses and one that doesn't. To make both types of people happy, use a three step answer: <ol style="list-style-type: none"><li>1. Tell what weakness you had.</li><li>2. Tell what you have done to improve it.</li><li>3. Tell why it is not a weakness anymore.</li></ol> | <b>Question:</b><br>What is your biggest weakness?<br><b>Answer:</b><br>I used to be very shy, so I made a goal to talk to at least two new people a day. I did that until I wasn't afraid to talk to new people anymore. So now, it's not a problem like it used to be.  |
| <b>5.<br/>Prior Conflict/Problem<br/>Questions</b> | The way you answer this shows how you handle interpersonal problems.<br><br>This is a three step answer: <ol style="list-style-type: none"><li>1. Define the situation/problem.</li><li>2. Tell what you did to improve it.</li><li>3. Tell how your actions made the situation/problem better.</li></ol>   | <b>Question:</b><br>Tell me about a time when you had a problem with people you worked with?<br><b>Answer:</b><br>Some of the people I worked with would get together and talk bad about other people we worked with. One day at lunch, several of the people started this gossiping. I told them that I didn't think it was professional, and that I had a hard time respecting anyone who did this. I told them that if I were to hear any more then I would tell the supervisor. Because I did this, the group stopped talking about other people around me. |
| <b>6.<br/>Situational Questions</b>                | Employers ask these questions to see if you can handle situations that are common in the type of work they do. The best way to prepare for this type of question, is to talk to other people who are doing the kind of work you are interviewing for, and get their feedback.   | N/A   |

**Interviewing is a skill. The more you practice, the better you get.**

# The Interview - Mock Interview Information

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Interviewing is a skill. Like all skills, the more you practice, the better you get.

If you want to be successful when you are interviewed, then you need to work on your interviewing skills, and work to get better every time.

In addition to practicing how to answer questions, you need to practice other things that can either save or ruin your interview:

## 1. Appearance:

Make sure your hair is washed and combed. You need to smell good, so make sure you showered and brushed your teeth. Wear deodorant and only light perfume, if any. Your clothes need to be clean, ironed, and appropriate for an interview. Overall, you need to look and smell professional. Men – shave your hair. Women – wear small earrings and conservative make-up.

## 2. Hand Shake:

You need to shake hands when you enter the interview and when you leave it. Your hand shake needs to be firm and confident and you need to look the person in the eye while you do this. You will be judged by the way you shake hands. So, try to avoid some of the following mistakes: don't use two hands – that is too friendly and inappropriate for a professional environment; don't let your hand be limp or weak – the interviewer will think that you are either lazy or a weak, self-conscious person; don't shake too strong and overpowering – the interviewer will think that you are trying to intimidate or control him/her. Any time you have more than one person in the room where you are being interviewed, make sure you shake hands with every person in the room, both when you enter, and when you leave. Practice with your friends and family to get a good, firm hand shake.

## 3. Eye Contact:

You need to look the interviewer in the eye while you are answering the questions. Most



employers will not trust you if you don't look them in the eye, and if they don't trust you, they will not give you a job. Some things to avoid doing are: looking around the room, looking down at your hands or your feet, looking at a female interviewer's chest, or focusing on a spot on the person's forehead. Sometimes there will be more than one person in the interview. In a situation like that, start out answering your question by looking straight in the eyes of the person who asked the question. Then, as you continue answering, make sure you get eye contact with each other person in the room. Make sure you end the answer of the question by regaining eye contact with the person who asked it.

# The Interview - Mock Interview Information

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## 4. Smile:

You need to smile throughout the interview. People are more willing to forgive bad answers or other problems if you are smiling and friendly. Practice this in the mirror on your own: ask yourself interview questions and answer yourself – watch the mirror to make sure you are smiling throughout each answer. If you don't, then try again. If you can only master one aspect of interviewing – make sure it is smiling.

## 5. Posture:

Sit up straight, and don't slouch. A good way to do this is by placing both feet flat on the floor in front of you and make sure they are side by side. People who slouch are often judged to be lazy or that they have no self-esteem.

## 6. Body Language:

You should sit with your hands down to your sides, fully facing the interviewer. This is important because it doesn't matter what words

are coming out of your mouth when your body is communicating self-doubt, boredom or other negative emotions. So, you have to be aware of your body language, and try to avoid doing these things:

- Crossing or folding arms in front of you
- Hold your hands together in your lap
- Turning your body or face away from the interviewer
- Playing with your hair, clothes, jewelry, fingers, or anything else you brought with you.
- Swinging or rotating in your chair
- Drumming your fingers or other objects
- Tapping your feet
- Clicking a pen
- Crossing your legs
- Sitting slumped down in your chair
- Getting too comfortable
- Laughing or saying “uh”



# The Interview - Mock Interview Forms

## 1. Simple Yes & No Questions:

|  |  |  |
|--|--|--|
| <p><u>Questions; Choose 1:</u><br/>                 Are you patient?<br/>                 Are you good with people?<br/>                 Are you reliable?</p> | <p>1. Answer Yes or No.<br/>                 2. Explain why.</p> <p>Example Question: Are you reliable?<br/>                 Answer: Yes, I take pride in making sure I can be counted on.</p> | <p>Points 0 - 10</p> <p>To get full points, you must answer all steps</p> <p><i>10 is a perfect answer - no way to possibly improve it</i></p> |
|--|--|--|

**Notes:**

**Score:**

## 2. Definition Questions

|   |   |  |
|---|---|--|
| <p><u>Questions; Choose 1:</u><br/>                 What does detail-oriented mean to you?<br/>                 What does hard-working mean to you?<br/>                 What does flexibility mean to you?</p> | <p>1. Define the word.<br/>                 2. Tell how you have this quality.</p> <p>Example Question: What does flexibility mean to you?<br/>                 Answer: Flexibility means being able to work whenever I am needed, and doing whatever activities are needed. I am a very flexible person and will do whatever you need me to do, whenever you need me to do it.</p> | <p>Points 0 - 10</p> <p>To get full points, you must answer all steps</p> <p><i>10 is a perfect answer - no way to possibly improve it</i></p> |
|---|---|--|

**Notes:**

**Score:**



# The Interview - Mock Interview Forms

## 3. Biggest Strength/Best Attribute/Best Quality/Why should we hire you/ What do you have to offer the company Questions

|   |   |  |
|---|---|--|
| <p>Questions; Choose 1:<br/>What is your best attribute?<br/>What is your biggest strength?</p> | <p>Client must list at least 5 to get any points<br/>Example Question:<br/>What is your best attribute?</p> <p>Answer: I am a hard worker who can operate a forklift, do basic computer functions.... (and so on)</p> | <p>Points 0 - 10</p> <p>To get full points, you must answer all steps</p> <p><i>10 is a perfect answer - no way to possibly improve it</i></p> |
|---|---|--|

**Notes:**

**Score:**

## 4. Biggest Weakness Questions

|   |   |  |
|---|---|--|
| <p>What is your biggest weakness?<br/>If Criminal History - ask this too:<br/>What where you sent to prison/<br/>jail for? OR What were you<br/>convicted of?</p> | <p>1. Tell what weakness you had.<br/>2. Tell what you have done to improve it.<br/>3. Tell why it is not a weakness anymore.</p> <p>Example Question: What is your biggest weakness?<br/>Answer: I used to be very shy, so I made a goal to talk to at least two new people a day. I did that until I wasn't afraid to talk to new people anymore. So now, it's not a problem.</p> | <p>Points 0 - 10</p> <p>To get full points, you must answer all steps</p> <p><i>10 is a perfect answer - no way to possibly improve it</i></p> |
|---|---|--|

**Notes:**

**Score:**

# The Interview - Mock Interview Forms

## 5. Prior Conflict/Problem Questions

Question: Choose 1:

Tell me about a time when you had a disagreement with some of your coworkers.

Tell me about a time you weren't trained and had to figure a task out on your own.

1. Define the situation/problem.
2. Tell what you did to improve it.
3. Tell how your actions made the situation/problem better.

Example Question: Tell me about a time when you had a problem with people you worked with?

Answer: Some of the people I worked with would get together and talk bad about other people we worked with. One day at lunch, several of the people started this gossiping. I told them that I didn't think it was professional, and that I had a hard time respecting anyone who did this. I told them that if I were to hear any more then I would tell the supervisor. Because I did this, the group stopped talking about other people around me.

Points 0 - 10

To get full points, you must answer all steps

*10 is a perfect answer - no way to possibly improve it*

Notes:

Score:



# The Interview - Mock Interview Forms

## 6. Situational Questions

Questions: Choose 1

A co-worker tells you that he/she wants you to clock out for him/her because he/she is going to a movie. What do you do?

A customer gets very angry and starts screaming about how unfair your company is to him/her. What do you do?

(Can be answered with a 3 part like the Conflict/Problem or a short job specific answer)

Points 0 - 10

*10 is a perfect answer - no way to possibly improve it*

**Notes:**

**Score:**



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