

## Interview Trivia Key

1. **What is the purpose of the job interview?**

- A. To provide you an opportunity to tell the employer about your qualifications and to do the best job of selling yourself.
- B. To answer the questions asked by the employer in an honest and convincing way.
- C. **To enable both you and the organization to obtain the information needed to decide if the position meets each of your mutual interests.**

**Comment:** First, you need to obtain information to make an informed employment decision. At the same time, you also need to present yourself in a positive light so the employer can also make an informed decision. The type of information you may need includes: information about job duties, the managerial style of your immediate supervisor, and growth and development opportunities. The employer's big concern is determining how you could contribute to the organization being profitable and viable.

2. **What is the best way to respond to: "Tell me about yourself?"**

- A. Describe your hobbies and interests so that you are more than just a name on a resume.
- B. **Describe how your qualifications would enable you to provide value if you were hired.**
- C. Describe your entire work history and how you have come to your current position.

**Comment:** Think and answer from the *employer's* view. What skills, abilities and attitudes do you bring to the table that would help you add the most value to the organization in that position? What have you accomplished in your career that you could draw from to address the employer's specific challenges and needs?

3. **How should you respond to the question, "What are your goals?"**

- A. Aim for the moon- this is your best chance to show that you are ambitious and anxious to get on with your career.
- B. Be humble because over aggressive individuals threaten some people.
- C. **State what you think can realistically be accomplished in the short term (1-2 years).**

**Comment:** Answer this in the short term - what do you want to accomplish in the next 1-2 years and how does this relate to the position you are seeking? Vague and general responses or no goals indicates that you haven't really thought about this and really don't know where you are headed. Employers are looking for realistic, goal-oriented, employees. Be prepared for a similar or follow-up question; "Where do you see yourself in five years?"

## Interview Trivia Key Continued

4. **What is the best way to respond to the question, “Why do you want this job?”**
- A. Talk about how the job is right for your career (next step in your career or because you are currently unemployed and need work).
  - B. State that you can learn a lot in the job and will become an effective employee.
  - C. **Describe how you can make valuable contributions in the position.**

**Comment:** Think in terms of exchange: the employer is willing to compensate you in return for your contribution of value that exceeds your compensation. Otherwise, it is not profitable for the organization to hire you. Clearly state the contributions you can make (don't expect them to be obvious to the interviewer). Also note that many employers want employees who are “A Players” – people passionate about providing valuable contributions to an organization.

5. **You have just been asked about an event in your life that you would rather not discuss. For example: an arrest, bad credit, or failed courses. How do you respond?**
- A. Indicate that it is premature at this point to talk about those topics before any serious job offer has been made.
  - B. **Briefly, but honestly, relate what happened and what you learned or how you've changed.**
  - C. Now is a good time for humor- laughingly state that it was a long time ago and not a very smart move.

**Comment:** Know ahead of time how you are going to deal with this issue. Honesty is the best policy. Don't avoid answering the question. Your response should be short and straightforward. End your response with describing what you learned from the event. Evasive or half truths will guarantee your rejection as a candidate for the job.