

10 Ways to *ace your interview*



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little note

Note from Liz Ford



Hi there!
I'm Liz!

WELCOME !

Thanks for accessing the 10 Ways To Ace your Interview resource guide!

As a human resources professional with over 20 years of experience, I've worked with all levels of employees within the municipal, higher education and K-12 industries.

With this experience, I've developed this guide to prepare you to "Ace your next interview."

Feel free to visit my website at www.lizforddesigns.net for additional career resources.

introduction

Welcome

Congratulations for taking the first step to take control of your career!

This guide has been designed to prepare you for your next interview by:

- Providing 10 top preparation interview tips (**HINT:** We added (2) two free bonus tips to have you even more prepared!) AND
- 12 practice interview questions.

The key word in reviewing this guide is "Preparation." When you are prepared you will display **CONFIDENCE!**

and so...

**THE
ADVENTURE
BEGINS**

Research Company

Conducting research on the company is a MUST and is often part of the interview questions! Take some time to visit the company About Me page to learn the basis of how the business operates.

Review Job Announcement

To ace the interview, take some time to review the job announcement. It will help you focus your train of thought in responding to interview questions and know what questions you should ask the interview panel.

10 ways To Ace your Interview

Practice Interviewing

Practice interviewing will help build your confidence in answering the panel questions. Team up with a friend or family member so they can perform a mock interview with you!

Develop Questions to ask Interview Panel

After the interview panel questions, you should be prepared to ask your questions as well. The questions should focus on the details of the position and the organization culture.

Find Interview location before Interview

ALWAYS locate the interview location before the interview. This will help avoid any stress from being lost and arriving late to the interview.

Contact References before interview

Some companies move fast with extending job offers. Make sure your references are aware of your job search initiative. You may be surprised with a conditional offer at the end of the interview!

10 ways To Ace your Interview

Dress for the job you want

Business attire should be the norm for job interviews. This will allow the panel to see you not only for the position you're interviewing for but higher level positions as well.

Bring copies of resume and cover letter

Never rely on the panel in having your resume and/or cover letter available at the interview. Always bring plenty of copies with you.

Acknowledge everyone in the room

Some interviews may have only one person asking interview questions. If so, make sure to direct your response to everyone in the room.

Relax and show your personality

*Being interviewed can be stressful because of your desire to be offered the position. Just remember...**YOU KNOW YOUR STUFF**. So relax and show your personality.*

10 ways To Ace your Interview

Bonus: Obtain Business Cards

Ask for a business card at the end of the interview so you can send the interview panel a thank you note. If not available, send the note to the Recruiter thanking the panel for their time AND interest in the position.

Bonus: Be cordial

*As soon as you pull into the parking lot, make sure to be cordial to everyone! You'll never know who could be the deal breaker beyond the interview panel. **HINT...** The front desk receptionist has pull too!*

Top Interview Questions

Tell us about your education and experience as it relates to the position?

Share with us what you know about our company?.

What do you consider to be your strengths?

Top Interview Questions

What do you consider areas of improvement? How are you working on overcoming this weakness?

Tell me about a challenge or conflict you faced at work and how you dealt with it?

Share with us about a time you had competing priorities and how did you determine the order of completion?

Top Interview Questions

Tell me about a time you disagreed with a decision that was made at work?

Tell me about a project you worked on? What was the project? What was your role? Outcome?

Tell me about a time you suggested a change to a business process/operations?

Top Interview Questions

Tell me about your computer skills? What programs have you used and how?

Why are you the best candidate for this position?

Do you have any questions for us?

Checklist

Interview Preparation Checklist





- ☐ Research company
- ☐ Review Job Announcement
- ☐ Practice Interviewing
- ☐ Develop Questions to ask Interview Panel
- ☐ Find interview location before interview
- ☐ Contact references before interview
- ☐ Dress for the job you want
- ☐ Bring copies of resume/coverletter
- ☐ Acknowledge everyone in the room
- ☐ Relax and show your personality

Daily Planner

GOALS

PRIORITIES

TO-DO LIST

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Morning

Afternoon






Night

Daily Planner

GOALS

PRIORITIES

TO-DO LIST

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Morning

Afternoon

Night

my notes



A series of horizontal lines for writing notes, framed by a light green border on the left and right sides.

my notes



A series of horizontal lines for writing notes, framed by a light green border on the left and right sides.