



## HOW WILL THE INTERVIEWER EVALUATE YOU?

Here are some of the personal qualities the interviewer will consider as s/he speaks to you and discusses your qualifications. S/he may even ask you direct questions regarding several of them.

### **APPEARANCE:** How do you look to others?

- Are you neat and clean?
- Are you dressed appropriately?
- Do you exhibit good posture?
- What does your facial expression indicate?
- Do you appear nervous?

A competent interviewer can get an impression of all these points while you walk from the office door to the interviewer's desk. These impressions are vitally important for you to get and hold a job!

### **VERBAL EXPRESSION:** How well do you express yourself?

- Is your voice clear, but not too soft or loud?
- Is your pronunciation correct?
- Do you speak comfortably and get to the point?
- Do you say what you mean?
- Do you use correct grammar?

### **PERSONALITY:** Are you likable?

- Are you pleasant?
- Are you courteous and considerate?
- Can you disagree in a tactful manner?
- Do you appear alert and energetic?
- Do you speak excessively about yourself?

### **TEMPERAMENT:** Are you calm and mature?

- Do you inspire confidence?
- Would you keep your head in an emergency?
- Can you make a decision and defend it when questioned?
- Do you come across as direct and honest?

### **KNOWLEDGE/SKILLS:** Do you understand your obligations towards learning this job?

- Do you have the required skills to learn this job?
- Are you a problem solver?
- Can you convey ideas clearly?
- Do you know how this job fits into the business?

**ATTITUDE:** Do you have a positive attitude?

- Are you enthusiastic and optimistic?
- Are you open-minded and tolerant?
- Can you overcome mistakes or failures?
- Can you separate your personal feelings from job requirements?

**WRITTEN EXPRESSION:** Is your application presentable?

- Is the application completed correctly?
- Is the application neat, legible?
- Did you check for spelling or grammar errors?

**RELATING TO THE INTERVIEWER:** How do you react to the interviewer's questions?

- Can you deal with questions geared to provoke or confuse you?
- Are you able to convince the interviewer that you want the job?

## Sample Questions...

Here's a list of questions typical of a job interview. Your instructor may ask some of these questions during your interview. You should practice your replies by rehearsing honest answers that portray you in the most positive light. You'll notice that none of these questions warrant a single word answer. Since the interview is the final step in the hiring process, most interviewers use open-ended questions to evaluate prospective employees regarding the characteristics listed above. Be prepared for a couple "off the wall" question. The real questions may be... How well will you react when caught off-guard? Finally, it's important you take the interview seriously. You will not be able to proceed with the course until you've completed the interview successfully.

1. How long have you lived in the local area? If you didn't live here... Where would you live?
2. How did you hear about this course opening? Do you know anyone taking this course now?
3. Tell me a little about your family.
4. Tell me a little about your education. Where have you gone to school? What's your strongest subject? What's your weakest subject? What's your current Grade Point Average? Describe a few school projects you feel proud of.
5. Tell me everything you know about computers and computer technology.
6. What software and programming languages do you feel proficient in? Describe some of your computer application or computer programming projects.
7. What do you know about electronics and electronics technology?
8. Do you have normal color vision?
9. Do you have any limitations I should be aware of? Is there anything I need to know that might prevent you from being completely successful in this course?
10. What are your career plans? What do you plan to do after high school?
11. How would you categorize your writing skills?
12. How many words can you type in a minute?
13. What extracurricular activities do you participate in?
14. Describe the leadership roles you've held. Describe examples of your contributions to a team effort.
15. Tell me of some of your contributions to our community. Describe your community service projects.
16. Describe the awards you've received.
17. Tell me a little about the jobs you've held. What were your responsibilities? What specialized training did you receive? If you haven't had an employer... Describe how you're earning your money now.
18. What do you do in your spare time? What are your hobbies and pastimes?
19. Describe your disciplinary record here at school.
20. Why do you want to take this course?
21. What do you have to offer that distinguishes you from the other applicants for this opening?