

INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What interests you about our company?
3. Describe the system you used for keeping track of several projects.
4. Describe a situation in which you recognized a potential problem as an opportunity.
5. Tell me what you liked most about your previous job – then tell me the thing you liked least.
6. We need to fill this position by _____. Would you be able to meet this timetable?
7. What motivates you to put forth your greatest effort?
8. Tell me about a situation where you had to handle a major crisis or problem in your work experience.
9. Who was your most difficult boss and why?
10. Why do you think you'd like this particular job?

BASIC INTERVIEW TIPS:

1. Find the location of the company before you go. Drive there first.
2. Find out the exact place of the interview before you go.
3. Confirm the exact name of the interviewer before you go.
4. Research the company thru the Internet before you go.
5. Find out about the parking before you go.
6. Arrive a minimum of 15 minutes early.
7. Application – if you have to fill one out, don't write "see resume" but enter all the information, which you should have ready the night before. Names of supervisors, job titles, dates of employment, references, exact words you want to use.
8. Wear neutral colors.
9. Minimum amount of jewelry.
10. Prepare everything the night before.
11. Bring several copies of your resume with you to the interview.
12. Greet your interviewer with a firm handshake and enthusiastic smile.
13. During the interview listen carefully and look the interviewer in the eye when speaking.
14. Don'ts:
 - Don't make negative comments about your former employer.
 - Don't over-answer the questions.
 - Don't rely on your resume to do the selling for you.
 - Don't answer with simple "yes" "no" answers.
 - Don't ask about salary, benefits, vacation, bonuses or retirement plan unless you are sure the employer is interested in hiring you.
 - Don't pretend to know something you don't.

What to do when responding by phone to an advertisement, Or just prospecting for a new position.

Research your Prospect

First and foremost, it is vital that you research the Company/Firm that you are considering communicating with. The easiest (and maybe even the best) way to do this is through utilizing the Web.

Check out the Company/Firm's website and learn all that you can about their structure, office locations, culture and career opportunities. You will probably find that there is a wealth of information on their site. Some of the key places on their websites to look will be the bios of the leadership (usually included). Knowing their backgrounds may help in pinpointing some of the qualifications that the Firm is looking for in its applicants. Also, and perhaps most importantly, throughout this research, a primary goal will be to find out who the actual decision-maker is concerning the position you are going for. They frequently vary, depending on the level of the position, the size and internal structure of the Firm/Company.

Another resource is www.linkedin.com, a professional networking site. There you can look up the Company and view its current (and former) employees that use this networking tool. You may even be able to view the backgrounds of some of those individuals from slightly different perspective. However, if the company you are researching is not listed, it is not necessarily a negative, since this is a relatively new networking tool to most industries.

Google the Company/Firm's name and see what is on the web about them. You may find some interesting information, but be careful not to believe everything you read. The web is notorious for containing information that may be biased or just plain untrue. That being said, it may provide clues to how you can best present yourself to them.

Check out the job boards (jobing.com, monster.com, etc.) using the Company's name as your search criteria to learn how many jobs are out there at that firm. It should give you an idea as to their general needs (are they in a huge hiring mode, or are they being selective with only a few open spots).

Of course, if you know anyone that works at the Firm, you may wish to ask them directly about how the Firm operates (this would depend on how well you know this person). Remember though that this is only one person's opinion, and perspectives (and often team environments) usually vary from Department to Department.

When you have done your research: it is time to prepare for (and make) that call!

Preparation, in and of itself, will provide you with the knowledge of your subject and instill confidence within you for your initial phone call. You will not be "calling blind" and may even know the background of the people that you are dealing with.

Use what information you have gleaned from your information gathering to both feel confident and ask pertinent questions right from the start. The specifics of this necessarily depend on the individual Firm or Company that you are calling. Remember though, you do not need to display all of this "knowledge" with the first person you speak with. (Save some for your interview!).

If you do know (either through research or other methods) who the decision-maker for this position is, you may wish to ask specifically for that person. This can display your proactive abilities as well as help you more quickly determine if this is the right position for you. However and whenever you call first, make sure to have your information handy, a short list of positive questions (perhaps about the procedure of how the hiring scenario will go, and/or about the position in general), and a few nice things to say about the Company/Firm you're calling.

Conclusion

So, with respect to initial phone calls, whether they be to advertised positions, word of mouth positions, or positions discovered by some other means, the keys are first to prepare and gather as much information as possible, then use that information to provide you with confidence to move ahead, ask the right questions and say positive things about them from the start. You will also find that when and if your phone call develops into an interview, you will have already done most of the groundwork for that as well, putting you ahead of the competition (other applicants)!

I hope this has been helpful and if you have any questions at all, please feel free to contact me, and I will do my best to help you further.

Jonathan Perrelli
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INTERVIEW TIPS

Research:

- Law firm's website
- Attorney's profile
- www.martindale.com to read more about the firm, attorneys and partners

Position:

- Reread the job description, so you know it well
- Analyze the job description, so you can pick-out questions that you may be asked

Location:

- Plan out how you are going to get there (car, public transportation)
- Go the day before to avoid confusion and time the traffic
- Leave early to allow for unforeseen delays
- Arrive five to ten minutes early

Bring With You:

- ID, many buildings now require it to get through security
- Multiple copies of your resume
- May be asked to meet additional people
- Interviewer may forget his/her copy
- Employment info not on resume to complete application
- Do Not write "see resume" on application
- Have addresses of former employers, phones numbers, salary history, reference info, etc.
- Notepad and pen to take notes

First Impression:

- Dress professionally
- Gentlemen: A dark colored suit is best. If appropriate, nice slacks, dress shirt, and tie. Make sure your shoes are polished with no scuff marks. Do not wear cologne.
- Ladies: A conservative dark colored suit is best. If appropriate, a nice skirt and blouse. Always wear nylons with closed toed shoes that are not scuffed up, and never wear fragrance. Fragrance can be offensive, and some people may be allergic.
- No perfume
- Allergies
- Overpowering in a small room
- Firm handshake, not half-shake
- No gum, no smoking before and after
- Smile and eye contact
- Enthusiasm/energy

Interview Question:

- Sell yourself
- Opportunity to present work history and personality
- Feeling too nervous – psyche yourself out/opportunity to interview them too
- Assume they didn't read resume
- Answer questions directly
- Explain yourself; avoid simply yes/no answers
- Be prepared for typical/vague questions
 - Explain a typical day
 - Make sure it reflects a variety of your responsibilities in relation to how it would apply to the potential job.
 - Tell me about yourself
 - Start towards the beginning of your career, so you progress upwards ending with your most recent position – highest skill-set
 - Keep it short, an overview
 - Strengths/weaknesses
 - Know your weaknesses, and how you plan to overcome them and how you have dealt with them thus far
 - Ex. If a weakness is writing skills, be prepared to show a writing sample. Where do you see yourself in five years
 - Be realistic, the most logical next career step
 - Practice your answers. Be an expert on yourself
 - Roll play with a friend
 - Practice in front of a mirror
 - Record yourself
 - Avoid “ums” and fidgeting
 - If you need a moment to think about your answer – take it.
 - Good interviewer will make you become too comfortable
 - Make you go off on a tangent
 - Fall into a comfortable slang – worse curse/swear
 - Talk about unrelated topics
 - Don't lower your guard
 - Interviewer is taking it all in
 - Read interviewer's body language
 - Okay to let them see your personality – leave it there
 - Be prepared to ask questions
 - One to two questions about firm/interviewer
 - Ask interview how long they have been with firm
 - Why they liking working for the firm
 - One to two questions about position

1. Poor personal appearance. You're better off over dressed than under.
2. Inability to express thoughts clearly – poor voice, diction, grammar.
3. Lack of planning for a career.
4. Lack of interest or enthusiasm.
5. Lack of confidence and poise.
6. Failure to participate in activities.
7. Unwilling to “pay dues” or start at the bottom. Focus on job being presented.
8. Makes excuses, hedges on past issues, unfavorable.
9. Forgets to be courteous and write thank you note. No typos or misspelled words.
10. Condemns past employer.

Here are 10 Top Reasons WHY People Are Not Hired:

1. This is a good time to ask questions you have prepared
2. Do not ask benefit or salary questions
3. If you want the job, ask for it. Tell them you are interested.
4. Ask for biz cards from all you interviewed with.
5. Send a thank you letter or hand written note.
6. If you don't hear from them within a week, call to how interest.

Closing:

- Don't talk negative about previous employers – keep it brief and professional
- Don't ask about benefits and salary on first interview
- If it isn't going well
 - Could be wrong
 - Just networked with an additional person
 - If not this position, but maybe another one
 - Continue with professionalism and energy

Misc.:



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