

- They are late for the interview.
- Poor personal appearance.
- Inability to express themselves: poor grammar, incorrect usage, slang.
- Unable to clearly state strongest skills and abilities.
- No expressed interest or enthusiasm.
- Lack of confidence, overly nervous.
- Lack of courtesy or tact.
- Tells tales; lacks discretion, complains about previous bosses or employers.
- Lack of eye contact.
- Failure to say thank you or follow up.
- Too much interest in salary, benefits, time off.

Interview Dress For Success “Be The Best Dressed Person In The Building”

Men: Wear a suit or jacket/tie. No heavy colognes. Polish shoes. Iron shirt. Keep colors simple and professional. Nothing too “loud” or distracting, including obvious tattoos. Shave, cut hair and groom nails etc.

Women: Wear business professional skirt and blouse - no short skirts. Stay professional and keep colors simple/basic. Nothing too “loud” or distracting, including obvious tattoos. Minimize jewelry and perfumes.

General Interview Questions - Sample Questions asked by an interviewer might include:

- Tell me about yourself?
- Why did you choose this profession? How did you choose your major?
- Of the classes you have taken, which has been the most challenging? How so?
- Tell me about your most rewarding achievement?
- Describe a difficult situation you have been involved with and how did you handle it?
- What type of work environment makes you most comfortable?
- Talk about your skills and experiences to date?
- Describe your ideal supervisor?
- What are your greatest strengths?
- What is your greatest weakness?
- How have your academic experiences and work experiences thus far prepared you for this job/career field?
- Where do you see yourself in 3 years? 5 years?
- Describe a situation where you took a leadership role? What was the outcome of this example?
- How do you work in a team situation?

Potential “behavioral” or outcome-based interview questions

- By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
- Give an example of a time in which you had to be quick in coming to a decision and describe the outcome?
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
- Describe a creative/innovative idea that you produced which led to a significant contribution to the success of an activity or project. What was the outcome?
- Tell me about a time when you had to lead others to follow a course of action. Why was this necessary? How did you do it? What was the result?
- Describe a face-to-face meeting you had in which you had to lead or influence a very important individual.

Questions you might possibly ask the interviewer(s):

1. Describe a typical work week for a person in this position? At your company?
2. Why did you choose to work for this organization?
3. If I am hired, in which area or group with your company would I be working?
4. How does your organization strategically plan for the future?
5. Is diversity part of your framework or mission?
6. How would you describe your company culture?
7. What is your hiring time frame?