**Job Interviews**

**Now that you have the job interview, let’s look at how best to prepare for that interview.**

**I.Research the company.**

 **A.Why should you research the company?**

 **1.To show that you fit the company’s vision and values.**

You want to make sure the company is worth your time and if they are, then you want to see how your skills and values fit their needs. When you are in the interview, you can make sure you highlight specific skills that they need.

 **2.To come up with questions to ask them.**

At the end of most interviews, they will typically ask you if you have any questions. The more you know about the company, the more you know what question or questions would be good for you to ask. Here are some questions you could ask, <http://career-advice.monster.com/job-interview/interview-questions/nine-questions-to-ask-interview/article.aspx>

 **B.Go the company’s website and look for information about the company.**

When you do this search, take notes and think about the following questions?

 1.Why do you want to work for this company?

 2.What is interesting about the company’s website or stands out to you?

 3. Search the site for a variety of information about the company. The website will give information like the history of the company, their mission statement, and values. Also, look on the site to see any new initiatives and items in the news about the company.

 4. Look over your notes and see what can help you in an interview.

 5.Finally, if you haven’t done so already, make a list of skills and requirements the company is looking for and list the skills you have. Are there any areas where they don’t match? How are you going to address any gaps?

 **C.Google or search for “Working at the name of the company.”**

You will see Indeed and Glassdoor. I would go to their sites first. There, you can go to reviews and look to see what actual employees said about the companies they worked for. You can also go to the interview tab and read what the interviews were like. For example,I google “Working at Coca-Cola” and here are reviews from actual employees on what it was like to work for Coke, [https://www.glassdoor.com/Overview/Working-at-The-Coca-Cola-Company-EI\_IE161.11,32.htm](https://www.glassdoor.com/Overview/Working-at-The-Coca-Cola-Company-EI_IE161.11%2C32.htm)

**II.Prepare for the Interviews.**

**Based on that research, you should know about the company and at least some about what the interview process might be like.**

 **A.Write down and practice the interview questions.** Before you orally practice the questions, get someone to check your vocabulary and grammar.

 **B.Here are some common traditional interview questions:**

1.Tell me about yourself. This question typically is about your education and professional background.

2.What are your strengths and weaknesses.

For your strengths, give a concrete example. When discussing your weaknesses, be honest. They can tell when you are making it up but show how you plan to overcome this weakness.

3. Where do you see yourself in five years?

4.Why should I hire you?

5.Why do you want to work here?

6.Why did you leave your last job?

7. What accomplishments are you most proud?

 **C.Here are some common behavior-based questions, which are more about how you might handle a situation in the few based on your behavior in the past:**

1. Tell me about a difficult decision you made.
2. Please describe a situation in which you had to go above and beyond the call of duty.
3. What did you do in a project that contributed to the team environment?
4. What did you do in your last job to be more effective with your organization and planning?

  **D.There may also be technical interview questions, which are questions or tests related to the field you are applying to. You can search for these, too. Just google the field and interview questions.**

 **1. For example, I googled mechanical engineering interview questions and here were some of the links I found:** <http://jobsearch.about.com/od/job-specific/a/engineer-questions.htm>, <http://www.careerride.com/mechanical-engineering-interview-questions.aspx> and <http://mechanical-engg.com/forum/blogs/entry/387-mechanical-engineering-interview-questions-answer-best-of-luck-for-your-interview/>

 2.I also look for industrial designer and interview questions and here are some of the links I found: [http://www.glassdoor.com/Interview/industrial-designer-interview-questions-SRCH\_KO0,19.htm](http://www.glassdoor.com/Interview/industrial-designer-interview-questions-SRCH_KO0%2C19.htm), <http://www.slideshare.net/ninami11/top-5-product-design-engineer-interview-questions-with-answers>, <http://www.core77.com/posts/36551/7-Tips-for-Nailing-that-Industrial-Design-Job-Interview> and [http://sample-interview-questions.com/Industrial+Designer/interview+questions](http://sample-interview-questions.com/Industrial%2BDesigner/interview%2Bquestions)

**III. Do a practice interview.**

 **A.Find someone you trust and let them pretend to be the interviewer and practice answering the questions.** Make sure this person will give you feedback on your English. Minor English issues won’t be a problem but if they don’t understand you, that is an issue.

 **B.Warmup questions**. It is also a good idea to practice warmup questions like “how are you? How was your weekend? How was your drive in if it is a face to face interview?” These questions are just to make you feel comfortable.

 **C.Nonverbal cues.** Make sure you answer in an organized way and make sure you get verbal and nonverbal cues. If the interviewer interrupts you, chances are you are talking too much and they want to move on. Take that hint and make your answer briefer to other questions. Make sure you look at the interviewer and make eye contact. Make sure you are maintaining their interest.

 **D.Online interviews.** If the interview is online, test the technology being used and do the practice interview online as well. That also means making sure you are dressed up, the room you are in is appropriate and the background behind you puts you in the best light. You obviously want to test your ability to hear the questions online.

Obviously, no matter if the interview is online or in person, be early, dress up for the occasion and be friendly. Above all, just be you.