



Interview Strategy Guide

FPSCA – Young Professionals Group

A. Preparation for the interview

- a. Be enthusiastic and establish your worth
- b. Know your 3 key strengths
- c. Research the company
- d. Remain attentive
- e. Be self-confident, not cocky
- f. Never bring up salary first
- g. Be ready to give examples to back up answers
- h. Ask probing questions
- i. Be early to the interview
- j. Be positive about current/past employers
- k. Write “Thank You” Notes

B. Avoid These “Knock Out” Factors

- a. Lack of interest and enthusiasm
- b. Be respectful to all participants of the interview
- c. Over-emphasis on money
- d. Condemnation of past employers
- e. Arrive late for the interview
- f. Ask few or no questions about the job
- g. Indefinite response to questions
- h. Lack of preparation
- i. Inability to express yourself clearly
- j. Arrogant or over-aggressive answers to questions
- k. Lack of confidence
- l. Lack of courtesy and maturity
- m. Inability to take criticism
- n. Cynical attitude
- o. Cell phone going off in the interview

A special thank you to [Miller Resource Group](#) for their assistance in putting together this interview guide.

C. Frequently Asked Questions Interviewers Will Ask

- a. Tell me about yourself
- b. Why are you looking to leave your current position?
 - i. Do NOT “bad-mouth” your previous employer
- c. What do you consider to be your most significant accomplishment?
- d. Have you ever accomplished something you didn’t think you could?
- e. How do you handle pressure?
- f. What are your strengths/weaknesses?
- g. How have you grown or changed in the past few years?

D. Good Questions to Ask During an Interview

- a. What are the most critical aspects of this position? Where could I contribute the most?
- b. What are the most important objectives for the person to accomplish in this position?
- c. What are some of the short-term and long-term objectives that you would like completed in this position?
- d. What qualities (personal and technical) must an individual possess to be successful in this position? What is the number one priority for the person taking this job?
- e. Who would I report to, and how available is that person?
- f. How many people will I be working for? Or how many people will I be managing?
- g. What is expected of me in this position?
- h. Based on my background, how well do I fit in? What is the ideal employee for this job?
- i. How does this position relate to the rest of the organization, and how important is it to the company’s objectives?
- j. What criteria is used to judge successful performance in this position? How does the employee receive feedback on their performance?
- k. Why is the position available? How long do people usually stay in this position?
- l. Describe the culture of the company.
- m. Tell me about your background (referring to the interviewer)
- n. What is the long-term vision of this company?
- o. How would you describe the manager’s leadership/management style?

E. Closing the Interview

- a. Be confident and thank them for the time they have taken to meet with you
- b. Don’t be afraid to tell the interviewer you are very interested in the role
- c. Ask what the next steps are or ask when to expect to hear back from the recruiter or the hiring authority



F. Thank You Note/Email

- a. Keep it short and simple
- b. Make it personal
- c. Example:

Thank you for taking the time to discuss the _____ position at (name of company) with me. I believe my work habits, genuine curiosity, and excitement to learn and grow constantly would be an excellent fit for your company. After our conversation, I am confident I would be able to quickly get up to speed and immediately start bringing value to your organization.

I look forward to continuing our conversation.
I am very interested in taking the next step.

Thank you
Your Name