

Augusta Technical College Career Services Sample Interview Questions

Typical Interview Questions Every Student Should Be Prepared to Answer

- ◆ Tell me a little about yourself.
- ◆ What are your computer skills?
- ◆ What are your strengths and weaknesses?
- ◆ You don't have much work history. Why should I hire you?
- ◆ Give an example of a major problem you faced and how you solved it.
- ◆ Have you ever been fired from a job?
- ◆ What are your goals for the future?
- ◆ Why did you leave your last job?
- ◆ Last year, how many days of work (or school) did you miss? How many days were you late?
- ◆ What questions do you have for me?

*No matter what the question:
 Speak clearly! Smile!
 Use good eye contact!*

About you...

Tip: Keep it professional! Do not mention personal information such as marital status, age, children, etc. You have a lot of strengths; however, make sure to focus on those that **relate to the job**. Start practicing a "30-Second Commercial" about you, to "sell" your related job skills.

About your skills...

Tip: Be sure to mention skills that will be required for the position for which you are applying. Employers are usually interested in hiring team players with high motivation. Focus on your work ethics, classroom performance, internships and field experience that relate to the job.

About your work history and experience...

Tip: Never speak negatively about a past employer. Be sure to market those experiences that **relate to the position** for which you are applying. Tell about your education or training and tell how it helped prepare you for the job you want.

About your work habits and beliefs...

Tip: Discuss your professional goals and how they relate to the job. Don't project the image of being a "short-timer." Be prepared to talk about beliefs about work. Give details and examples. The manager wants to see how you define problems, identify options, decide on a solution, handle obstacles, and solve problems.

About your ability to do the job...

Tip: Be prepared to talk about the job, the company and your ability to fit in. Name the skills required for the job and be able to list your qualifications. Show the employer how you fit the company's needs.

About the company...

Tip: You should always have questions during the interview. Remember, you are also interviewing the employer. **Ex:** If hired, would I be filling a newly created position or replacing someone? How would I be trained or introduced to the job? What are the department's goals for the year? **Note:** Do not ask about salary, vacation, or benefits at the first interview.

Questions?
 Contact Augusta Tech Career Services
 Career Center—1300 Building
 706-771-4146

Dress for Success at Your Job Interview

Suggested Interview Attire for Women

- ◆ Conservative, professional knee-length skirt suit in a dark conservative color, sheer hose, closed-toe and closed-heel pumps in a dark leather (low heel is fine)
- ◆ Pantsuit with polished dark leather flats or low heel
- ◆ Minimal jewelry/accessories, no perfume, natural looking makeup, conservative and polished hairstyle
- ◆ Bring a purse or a briefcase (no backpacks)
- ◆ If you bring a purse, bring a folder in which to keep your résumés and other information you receive from employers.
- ◆ If you choose not to wear a suit, then have the NAC: Wear clothing that is Neat, Appropriate to your field, and Clean!



Suggested Interview Attire for Men



- ◆ Conservative, professional suit in a conservative dark color, dark shoes and dark socks, an ironed white long-sleeve button-down shirt, and a conservative tie
- ◆ If you do not wear a suit, choose professional or business attire appropriate to your field that fits well and is neat and clean, such as a clean and pressed pair of khaki pants and a collared shirt, tucked in
- ◆ Matching belt and shoes
- ◆ Conservative hairstyle
- ◆ No cologne, no necklaces/bracelets or earrings
- ◆ No backpacks or hats
- ◆ Have the NAC: Wear clothing that is Neat, Appropriate to your field, and Clean!

What NOT to Wear or Bring to a Job Interview:

- ◆ Do not wear torn or unkempt clothing, or clothing with an odor (including cigarette or chemical odor).
- ◆ Do not wear excessive makeup, cologne or perfume.
- ◆ Do not wear excessive jewelry or extreme hairstyles or fingernails.
- ◆ Do not wear flip flops, short-shorts or miniskirts, cutoffs, t-shirts, or jeans.
- ◆ Do not wear clothes that don't fit properly! This includes baggy pants that sag below the waistline or any tight clothing that reveals undergarments or too much skin.
- ◆ Do not bring your iPod, Bluetooth headset, cell phone or other distracting gadgets.
- ◆ Do not bring a bad attitude! Be positive. Smile, make good eye contact, and speak clearly.

Appropriate attire varies by industry. The key is to appear neat, clean, and professional!