



The Interview Series: (5) Take Advantage of the Freebies

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The past four articles in this Interview Series reviewed the anatomy of an interview and provided you with broad tips on preparing for one. Now it is time to concentrate on the heart and soul of the interview: the way you respond to questions. You may be rolling your eyes right now, asking if it is really necessary to prepare your responses to the questions you might be asked. Remember: the interview is your most important performance, whether it is on the phone or in person. You wouldn't go on stage without practicing your lines; would you? I am not suggesting that you memorize your answers and recite them word for word. Rather, I am recommending that you prepare yourself for certain questions, which will allow you to feel more comfortable in delivering a more polished and impressive presentation.

Though there are a variety of interview types and styles, almost all interviews will include elements of ten basic questions, which are listed below. Consider these questions freebies – you know the questions ahead of time and have the ability to utilize numerous resources to craft a well thought-out response. Follow the process outlined below to ace this portion of an interview.

1. Read through all of the questions, silently and out loud.
2. Read through each question individually, and write a brief answer or talking points in response.
3. Ask someone in your support circle to role play with you so you can practice your verbal answers to these questions.
4. Read through your responses and tweak them utilizing feedback from the role play.
5. The night before your interview, once again, read through all of the questions and your written responses.

Top 10 Most Common Interview Questions (Freebies):

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why did you leave your last job?
- What is your work style?
- Why are you leaving your current job?
- What is your management style?
- What are your future career plans?
- What do you like to do in your free time?
- How would your last manager, peers, or subordinates describe you?

As a carpenter says, it is always best to measure twice and cut once! This is your opportunity to get it right the first time and make the most favorable impression you can.