Common Interview Questions: These are traditional questions, however, even though they do not start with “tell me about a time when....” For many, you should still use the STAR method when responding.

- Tell me a little about yourself.
- What are your strengths?
- What are your weaknesses?
- How would your boss or colleagues describe you?
- What attributes would your ideal job include?
- Why do you want to work for us?
- Tell me how you would build a team out of independent individuals.
- What do you like to do best?
- What are the two most important decisions of your life?
- What important trends do you see in our industry?
- What is the biggest risk you ever took?
- Do you prefer working on a team or as an individual contributor?

Questions You Should Ask the Interviewer: Always have a list of questions ready to ask! Write them down ahead of time on the notepad in your portfolio. It shows that you have prepared ahead of time.

- What objectives would I be expected to meet?
- In what areas of the company do you expect growth?
- What do you like best about the company? What do you find most challenging?
- Are employees encouraged and given the opportunity to express their ideas and concerns?
- What type of relocation or training do new employees receive?
- Can you describe a typical workday in the department?
- What are the possibilities for personal growth and promotion?
- What types of learning opportunities are there?
- What kind of personal qualities are you looking for to fit this position?
- How would you characterize the management philosophy of this organization?
- What are some of the more challenging aspects of this job?
- What are the company’s plans for future growth?
- What are your expectations of new hires?
- How is an employee evaluated and promoted?
- What is the next step in the process?

After the interview:

- Ask for a business card
- Shake hand and thank interviewer for his or her time
- Ask one of the following: “When will you be making a decision?” or “When will I be hearing from you?” You should always know what the next step is upon leaving the interview.
- Send a follow-up thank you letter within 24 hours of the interview. This is VERY IMPORTANT, as it serves to keep you fresh in the interviewer’s mind, and it acknowledges the meeting. It also allows you to make an additional contact with the employer while demonstrating your writing skills and professionalism.
To see a list of thank you letters, please visit the Job Search Samples page. Remember to address the interviewer by name in your letter, and if there was more than one person interviewing you, be sure to send a personalized letter to EACH recruiter.

Keep it concise but make sure you address three main points:

- That you paid attention during the interview;
- That you can do the job and would be a positive contribution to the organization;
- Include a phone number where you can be contacted.