

HOW TO PREPARE FOR AN INTERVIEW

Burnett
SPECIALISTS

Interview Prep Tips & Example Question Lists

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What do we mean by **STUDY**?

Study the company, the details of the
position and study yourself!



Study the company

It is important to be prepared for potential questions about the company during an interview. Doing research on the company will help you feel more confident and impress the hiring manager. Research topics can include the company's history, products, services and organizational structure.

01 What does the company do?

We recommend knowing what the company does before you apply. Still, you should, at the bare minimum, know what they do before your interview. Also, Are they a global organization? Are they local, etc.?

02 What are their core values & mission statement?

How do their values and mission relate to you? How could you exhibit and contribute to those values if hired?

03 How long have they been in business?

Knowing how long they've been established will help you understand what the longevity of the company's operation looks like and help you get an idea of better questions to ask during your interview

04 What's on their website?

Do they have press releases and articles published on the web that talk about future goals, innovative achievements, expansion projects, philanthropic initiatives, new product launches, etc.?

05 What's on their company social media pages?

For example, are they posting about their culture, initiatives, awards, and community involvement - you may even notice you know someone who already works there that you could reach out to for additional insights.

06 Who is the interviewer?

How long has this person been with the company? What is their background? Are they the hiring manager and the person you will be reporting to directly? You can look them up on LinkedIn and gather some great talking points - I.e., their alma mater, types of content they post or like, their skills, endorsements, and so much more.

Study the position details

It's important to have a thorough understanding of the position **BEFORE** your interview. What are the primary responsibilities? Also, be prepared to ask specific questions about the position during your interview for the information you aren't able to obtain through your pre-interview research.

EXAMPLES OF QUESTIONS TO ASK YOURSELF WHEN READING THROUGH THE JOB DESCRIPTION:

- What would I be doing each day?
- Are there any special certifications or licenses that I would need to have within a certain timeframe of beginning the role?
- What departments does this role work with on a regular basis?
- Who would I be reporting to?
- Would I be part of a team or work independently?
- What is the salary range of this role and where do I fit in that range based on my salary requirements?



WORKING WITH A STAFFING AGENCY DURING YOUR JOB SEARCH

It's a great way to help prepare you for interviews rather than going in "blind."

An experienced agency recruiter is an excellent resource for information gathering about a company. Asking as many questions before your interview will help you ask more detailed questions during the actual interview.



Study yourself

"Studying up" on yourself is commonly looked over because you "already know yourself," right? While you know your skills and experience better than you can describe on paper (resume), the hiring manager usually only knows what you have listed.

UTILIZE YOUR RECRUITER

If you are working with a recruitment firm, communicate transparently with your recruiter about the details of your experience. The better your recruiter understands your strengths, skills, etc., the better they can relay your knowledge to the employer beyond the surface of just reading your resume. Remember, you are the expert for the role! Your recruiter is your teammate who will sell your skills and experience to the hiring manager, hopefully convincing the hiring manager why you should be the best fit for the role over the other candidates.

REFRESH YOUR FAMILIARITY WITH YOUR OWN RESUME

If you last looked over your resume a while ago, review it and be ready to give detailed information about the bulleted experience points and how they relate to the bulleted points in the position's job description.





Prepare your answers and questions to ask

Craft answers to potential questions you may be asked and prepare a list of questions you will also want to ask during your interview.

Prepare your answers and list out questions you may have ahead of time

What questions will they ask you?

✓ BE AUTHENTIC

When interviewing, be authentic and strive to make a strong impression. Don't just say what you think the interviewer wants to hear - take the opportunity to evaluate if the job is a good fit for you too.

✓ INCORPORATE PRACTICAL EXAMPLES

Crafting practical examples you might encounter in the role is always great to incorporate when preparing your answers to potential questions an employer might ask you during your interview.

✓ REVIEW THE INCLUDED POTENTIAL QUESTION LISTS YOU MIGHT BE ASKED

- Generic Interview Questions
- Job-Related Questions
- Expectation Questions
- Interpersonal Questions
- Education Questions
- Character Questions

What questions **do you** want to ask?

✗ INTERVIEWS DON'T HAVE TO BE ONE-SIDED

It's important to ask questions to learn more about the position and company to decide if the job is a good fit.

✗ DO YOU FULLY UNDERSTAND EVERYTHING ABOUT THE ROLE?

You want to get as much insight about the role and the company's culture to help you in your decision-making process.

✗ WE'VE PUT TOGETHER OF QUESTIONS YOU COULD ASK RELATING TO:

- Company & Career Growth
- Candidate Experience & Qualifications
- Company Culture
- Position Specific



Practice practice **PRACTICE**

Practice answering & asking potential interview questions before the real interview

Ask a friend, colleague, or recruiter to conduct a practice interview with you and provide constructive feedback.



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SCRUB YOUR SOCIAL MEDIA

Employers almost always check out a candidate's social media profiles before they even reach out to them to schedule an interview. So, before you even start your job search, you need to do two things:

1. Ensure your profiles are up-to-date with the information you want to ensure they know about you.
2. Remove anything that a potential employer may view as something other than professional.

EXAMPLES OF PLACES TO GATHER MORE INFORMATION

- The company's website
- Your recruiter
- Facebook, Glassdoor, Indeed, LinkedIn, Google
- Annual business reports
- Connections you may have with current or previous employees



REACH OUT TO PEOPLE YOU KNOW

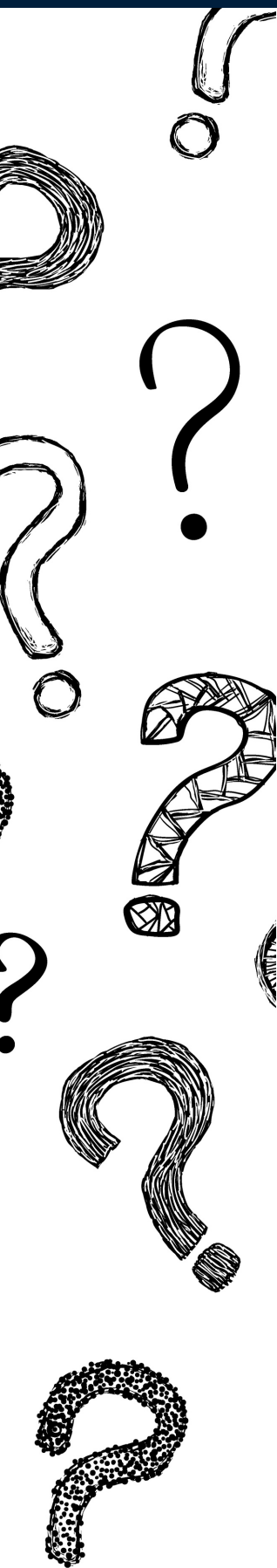
Maybe you already know someone who works for the company? See who you're connected to on social media with the company listed as their employer. You could reach out to them to gather more insight about the company prior to your interview



Questions you may be asked

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01 GENERIC INTERVIEW QUESTION EXAMPLES

- 
- **Tell me about your current position and what you enjoy the most and least about it.**
 - *Note: This is an excellent opportunity to make sure you bring as many details about your current position as relevant to the job description for the role you are interviewing for.*
 - **How would your current or most recent employer describe your work style and personality?**
 - **How would your co-workers describe you?**
 - **How do you describe yourself?**
 - **What is your greatest strength?**
 - **What is your greatest weakness?**
 - *Note: This question is common and tricky because you want to avoid painting yourself in a negative light. Try researching creative yet relatable and admirable answers before the interview will benefit you in the long run.*
 - **What is most important to you in your next company/position?**
 - **What is the most challenging experience you've ever had, and how did you handle it?**
 - **Who had the most significant influence on your life? Why?**
 - **Why are you interested in making a job change?**
 - **What are your geographic preferences? Are you willing to relocate or travel if necessary?**
 - **Do you have any questions for me?**
 - *Note: YES! This question gives you the perfect opportunity to ask those questions that are important to you.*

Questions you may be asked

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02 JOB RELATED INTERVIEW QUESTIONS

- What interests you about this position?
- In what ways will you contribute to the company?
- If you were the one hiring a new employee for this position, what qualities would you look for?
- Tell me about your last/current employer?
 - *Note: Answer this as positively as possible; hiring managers aren't too keen on their new employees bashing their previous employers.*
- Why are you leaving your present position?
 - *Note: Again, answer this as professionally as possible. For example, do you desire a workplace where you can grow your career? Can you see yourself there for many years to come? You never know; the hiring manager could be friends with your current employer!*

03 EXPECTATIONS INTERVIEW QUESTION EXAMPLES

- What are your career goals – short term, long term, 5 years from now, next year, etc?
- Do you have a contingency plan?
- How do you know you'll be successful if hired for this role?

Questions you may be asked

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04 INTERPERSONAL INTERVIEW QUESTIONS

- Would you describe yourself as an influencer, if so, how so?
- Do you prefer to work alone or as part of a team?
- How well do you meet deadlines?
- Describe your relationship with current customers/co-workers/managers.
- Which of your managers impressed you the most? Why?

05 EDUCATION RELATED INTERVIEW QUESTIONS

- How did your college experience prepare you for a career?
- Are your grades a good indication of your potential?
- What did you learn from extracurricular activities?
- Did you work while you were in school?
- Describe a typical week for me during your time as a college student.

06 CHARACTERISTIC INTERVIEW QUESTIONS

- What motivates you to put forth your most extraordinary effort?
- Describe your most significant accomplishment?
- What makes you the best candidate for this role?
- Describe the perfect job for you?

Questions you may want to ask

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01 COMPANY GROWTH & CAREER ADVANCEMENT RELATED INTERVIEW QUESTIONS

- What are the company's prospects for growth and advancement?
- How does an employee in my position advance in the company? Are there any examples?
- In the recent history of the company, what has been the biggest advancement, and what has been the biggest setback?
- What is your highest priority in the next six months and how could someone like me help?
- Where do you see your company going in the next several years?

02 CANDIDATE EXPERIENCE /QUALIFICATION QUESTION EXAMPLES

- What are the main qualities you are looking for in a candidate?
- Do you feel my background is a good fit for the job?
- What characteristics do your best employees have in common?
- What interested you about my experience and qualifications when considering applicants for this role?

Questions you may want to ask

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03 COMPANY CULTURE RELATED INTERVIEW QUESTIONS

- What characteristics do your best employees have in common?
- Could I have an opportunity to meet some of the people with whom I would be working?
- Could you describe your company's management style and the type of employee who fits well with it?
- What do you like about working here?
- Could you explain your organizational structure?
- What is the company's policy on providing seminars, workshops, and training for employees to keep up their skills or acquire new ones?

Questions you may want to ask

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04 POSITION SPECIFIC INTERVIEW QUESTIONS

- What are the day-to-day responsibilities of this job?
- Is this a new position? If not, what did the previous employee go on to do?
- How would you describe a typical week/day in this position?
- Who does this position report to? If I am offered the position, may I meet him/her?
- Who will review my performance? How often?
- How many people work in this office/department?
- What is your highest priority in the next six months and how could someone like me help?
- How much travel is expected? Is relocation a possibility?
- What is the typical work week? Is overtime expected?
- Does this role have a flexible schedule?
- Is this role 100% remote, 100% in office or a mix?

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WRITTEN BY BURNETT SPECIALISTS

The logo for Burnett Specialists features the word "Burnett" in a large, elegant, italicized serif font. Above the letters "urnett" is a stylized, light blue swoosh that arches over the text. Below "Burnett", the word "SPECIALISTS" is written in a smaller, all-caps, sans-serif font. The entire logo is rendered in a light blue color that blends with the background image.

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