

Acing the **JOB INTERVIEW**

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Preparing for the
INTERVIEW

You've booked a job interview
Now what?



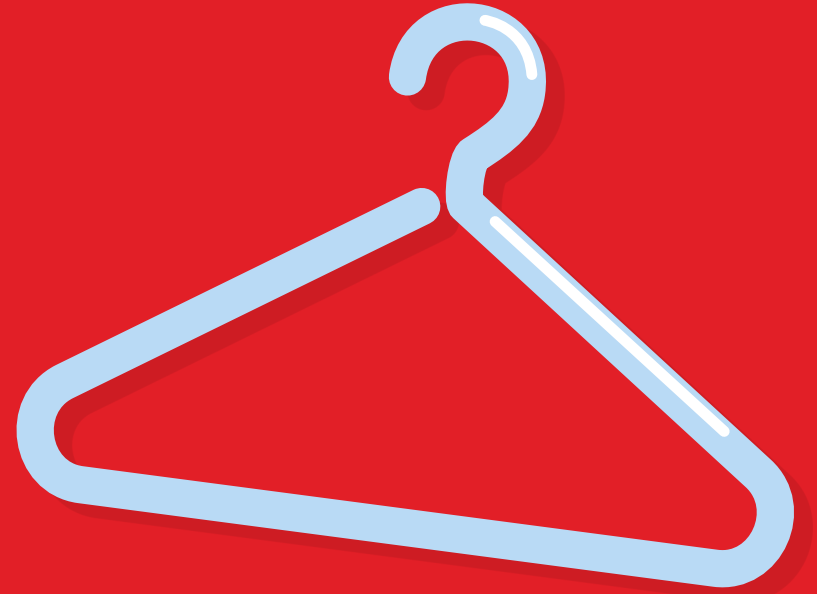
Preparation is the key to a confident interview

Make the most of your prep time
by acing the following



Ace what you wear

- Opt for a polished, professional look
- Use accents of color or your favorite accessory to inject some personality, but keep it subtle overall





Ace what you bring

- Bring an extra copy of your resumé and cover letter, and bring your business cards
- Prepare a list of references—even if you haven't been asked to—as you want to be ready for anything

Ace what you know

- Get creative in your research about the company
- Helpful resources include news articles, press releases, social media channels and company blogs





Ace what you say

- Verbal communication is only part of the equation—be mindful of your body language and maintain comfortable eye contact
- Posture exercises can help you appear more confident

Ace what you say:

THE TOP 5 INTERVIEW QUESTIONS

QUESTION #1

“Tell me about yourself”

QUESTION #1

ORIGINAL QUESTION

“Tell me about yourself”

Alternate version:

“What’s your story?”

WHAT IT MEANS

This is a common interview icebreaker—it generates follow-up questions and allows the employer to see whether or not you can talk about yourself concisely and confidently

HOW TO ANSWER

Skip the life story and have a concise pitch ready to go

Your pitch should fit the job you’re interviewing for and spotlight a few recent achievements

QUESTION #2

“What is your greatest strength?”

QUESTION #2

ORIGINAL QUESTION

“What is your greatest strength?”

Alternate version:

“Why should I hire you?”

WHAT IT MEANS

This question allows the employer to see if your skills align with the job position

It also allows them to get a feel for how high your work standards are

HOW TO ANSWER

Speaking authentically about your strengths will set you apart from most candidates

Feeling too modest? Use anecdotes to share your strengths in a more casual and approachable way

QUESTION #3

“What is your greatest weakness?”

QUESTION #3

ORIGINAL QUESTION

“What is your greatest weakness?”

Alternate version:

“What do you struggle with?”

WHAT IT MEANS

This is a blunt way for the employer to see how self-aware you are and whether or not you are hiding anything

Resist spinning a positive into a perceived weakness (e.g., “I work too hard!”)

HOW TO ANSWER

Use this question to illustrate that you actively work on fixing or improving on your real weaknesses

Avoid talking about weaknesses that are instant deal-breakers

QUESTION #4

**“Where do you see yourself
in five years?”**

QUESTION #4

ORIGINAL QUESTION

“Where do you see yourself in five years?”

WHAT IT MEANS

The employer wants to know that the job is a good match for your career goals

They want to know that you take the opportunity seriously

HOW TO ANSWER

Stay away from specifics for this one

Highlight a long-term goal of yours, and then explain how the job opportunity helps fulfill that goal

Reinforce your interest in the company

QUESTION #5

**“How many quarters
would you need to reach
the height of the Empire
State Building?”**

QUESTION #5

ORIGINAL QUESTION

“How many quarters would you need to reach the height of the Empire State Building?”

WHAT IT MEANS

If you get a crazy random question, it's highly likely that the employer is trying to see how you perform under stress (and testing your creative thinking at the same time!)

HOW TO ANSWER

There is no right answer, so relax, take a deep breath, and play along

Brainstorm out loud as you figure out how to tackle the question—it's better than sitting in a panicked silence

Find your voice with these confidence boosters



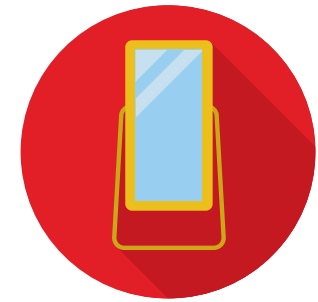
Improv or acting
workshops



Public speaking
courses



Mock interviews
with friends



Practicing in front
of the mirror

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