Questions Employers May Ask You

- Tell me about yourself?
- Why are you interested in this job opening?
- What are your expectations for this job?
- What contributions could you make to our organization?
- Tell us about your research interests.
- What accomplishments are you most proud of and why?
- Explain a time where there was a conflict of interest. How did you handle it?
- How do you relieve stress?
- If your friends could describe you in 3 words, what would they say and why?
- What do you do for fun?
- What questions do you have for us? (The employer)

Questions to Ask Employers

Company Related Questions
- Are there any new products (or services) in the development stage?
- Is your company involved in the community?
- What do you and/or your employees like best about working for this company?
- Where does this position fit into the organizational structure hierarchy?
- How would you describe the management style in this organization?
- What are some of the first assignments I might expect?
- What is the typical career path for someone in this position?
- To whom would I report?
- Describe the typical first-year assignments.
- Describe a typical day on the job.

Job Evaluation
- How often are performance reviews given? How is performance measured?
- What are some of the qualities you are looking for in the perfect candidate?
- What skills would the ideal candidate possess?

Work Environment Related
- What characteristics do successful employees in this company share?
- What are the opportunities for professional growth?
- What are your expectations for new hires?
- How would you describe the work environment?
- ALWAYS ask employers at the completion of your interview: What are the next steps?
Additional Types of Questions

Behavioral Questions
• Employers will likely inquire about your past experiences and how you responded or reacted to certain situations. For example questions, check out: http://blogs.vault.com/blog/interviewing/behavioral-interviews-a-great-showcase-for-you-but-you-must-prepare-now/

Guesstimate Questions
• Employers may ask you a ‘guesstimate’ in order to assess one’s analytical and critical thinking skills. For example questions check out: http://blogs.vault.com/blog/interviewing/interview-questions-practice-guesstimate-questions/

Case Study Questions
• Employers will typically ask case study questions to assess one’s analytical and critical thinking skills. These types of questions are usually tailored to issues or challenges the industry or company you are interviewing are experiencing. For example questions, check out: http://blogs.vault.com/blog/interviewing/interview-questions-case-questions/
Attire

Women

Suit & Blouse:
- Two piece suit, either a skirt suit, pant suit, or dress suit with a formal matching jacket (Skirt or dress length should be at least knee length or longer).
- Blouse should be white or flattering color.
- Avoid tight clothing.

Footwear:
- Sheer stockings or pantyhose in skin tones.
- Closed-toe shoes with a short heel (1 or 2 inches) in black or solid color that matches color of the suit
- You want your shoes to be fairly comfortable in case you are offered a tour of the facility/company and end up walking a lot.

Accessories:
- Simple jewelry. Post earrings (not dangling). One ring on per hand and one bracelet if any.
- Avoid jewelry that jingles.
- If you have additional piercings (besides one or two ear piercings), it would be best to take them out for the interview
- If you have a purse, make sure it’s fairly small and good quality
- Take a portfolio with extra copies of your resume, cover letter, and a nice pen to take notes if necessary

Make-up/Perfume:
- You want your make-up to be subtle and natural looking (not heavy, avoid bright colors or sparkles)
- Trim your nails and wear clear or solid (but no bright colors), or no nail polish
- You want your hair (long or short) to be swept out of your face (you may want to tie it back with a pony-tail holder or a simple clip)
- Avoid perfumes or body mist (the employer or hiring manager may be allergic)

Images taken from Google Images
**Attire**

**Men**

**Suit & Shirt:**
- Two piece Suit (preferably solid black, blue, or grey)
- Solid colored shirt (preferably white or blue)
- Tie (solid color or conservative pattern, avoid bright color or patterns)
- Belt (should match color of shoes)

**Footwear:**
- Shoes – preferably solid black or dark leather, simple dress loafer or dress shoe.
- Socks – preferably solid, dark color to match suit or shoes. Should be long enough to cover shins.

**Accessories:**
- Take a portfolio with extra copies of your resume, cover letter, and a nice pen to take notes if necessary.

**Hair & Grooming:**
- Neatly trimmed haircut. Trim beard or mustache as well, but would recommend a clean-shaven appearance for an interview.
- Trim nails.
- If you have any piercings, best to remove them for the interview.
- Avoid cologne, aftershave or body mist (the employer or hiring manager may be allergic).

**Business Casual:**

If your interview indicates that the interview or professional event will be business casual –

**Women:** Pantsuit or skirt with jacket and simple/conservative blouse. You may also wear a simple dress. No jeans, shorts, or sundresses.

**Men:** Pants and a collared or button-down shirt. No shorts, jeans, sneakers, or sandals.

*Rule of Thumb: If you're not sure, err on the side of conservative.*
You want to show up 15 minutes before your interview is supposed to start (TIP: Scope out the location where the interview is supposed to take place. Drive or take public transportation a day or so before the interview to make sure you allow yourself plenty of time to get to the interview on time. Account for any possible delays in advance to avoid any panic situations.)

Always address each employer with a firm handshake, looking them in the eye, and introduce yourself (using your first and last name).

A warm smile goes a long way!

Be your best self (TIP: Enthusiasm and seriousness about the job are qualities you typically want to come across to the employer in the interview.)

Illustrate your qualifications with examples and real life experiences.

Listen to the interviewer (TIP: It can be easy to get flustered or nervous in an interview. Don’t be! You prepared and are ready to go! Make sure that you answer the actual question(s) you’re being asked and have confidence in yourself and your answers.)

Be aware of your body language (TIP: Make sure you sit up straight, maintain good eye contact with the employer and give the appearance of being engaged in the conversation. If you tend to fidget, clasp your hands together in your lap or plant both feet firmly on the ground.)

Don’t forget to ask questions (TIP: You want the interview to feel more like a conversation than an interrogation.)

Ask your interviewer for their business card. (TIP: You can use the interviewer’s business card to get their email address to use when you email them a thank you letter.)
Within the first 24 hours of your interview you want to send a thank you letter via email. Make sure your thank you letter is formal and reaffirms your interest in the job. Also, it’s always a nice touch and typically appreciated by employers if you include something you discussed during the interview. This demonstrates that you are a good listener and was engaged in the interview. It also ensures that the thank you letter is personal (want to avoid a generic thank you letter that could be sent to any employer).

LinkedIn

For further instructions on how to import your resume to LinkedIn, please reference: http://help.linkedin.com/app/answers/detail/a_id/1815

How to Say Good Luck in Multiple Languages. (28, July 2014). Retrieved from Google Images

Good Luck!
If you have any additional questions or concerns, don’t hesitate to reach out to us via email:
SEASJobHelp@gwu.edu       SEASCareers@gwu.edu