Thank you for listening to this edition of Career Cast. My name is Renee Clay. My Career Casting partner is Heather Sprandel. This edition of Career Cast deals specifically with the interview. The interview is the most significant part of your job search. It’s important for you to understand how various employers view the interview process because it gives you incite into your role and what will be expected of you during the employment interview. All of your efforts prior to the interview can be considered marketing and research. And now you’re entering the sales portion of the job search. Remember that almost all of the other candidates have similar academic backgrounds to you, but it will be the interview that determines who will be offered employment. You must learn what the employer is seeking in an applicant and match your strengths to those employers needs. We know that the top ten skills that employers seek in a potential employee are:

- Communication skills: both verbal and written communication skills
- Honesty and integrity
- Team work skills: how well you work with other people
- Interpersonal skills: How well do you relate to other people?
- Motivation and initiative
- A strong work ethic, as documented by employment experience of some kind
- Analytical skills
- Flexibility and adaptability
- Computer skills
- Organizational skills

Keep these in mind as you prepare for that all important interview.

The following questions are typical of those that you could be asked in an interview. You need to understand how to best answer them so you can present yourself in the best possible way. We’ve categorized some of the most typical questions you’d be asked based on the type of information the employer is trying to get from you through the interview process.

Regarding personal attributes you might get questions like the following:

- What are your key strengths?
- Why should I consider you a strong applicant for this position?
- What are you biggest weaknesses as an employee? And what do you do to actually correct and respond to these weaknesses?
- And lastly under personal attributes, an employer may ask you to describe your leadership style.

In regards to your experience an employer may ask you to give them a historical review of your work history. As well as asking you a question like: why did you leave your last job?

In regards to your work and decision making style, an employer may ask you any of the following:

- Do you work well under pressure?
- Do you prefer to work with others or by yourself?
- How do you handle criticism?
In regards to relationships and how you may interact with employees at the employer’s office or location, they may ask you to describe the role you usually assume in a group or team situation.

The next category of interview questions is very important because this is often where employers find students do not respond well to these types of questions, in regards to specifically knowing in depth information about the company and position which you are interviewing for. They will usually ask you: What do you know about this company? And, what interests you most about this position? In this day and age there’s no reason why you shouldn’t be able to find company information about the company online, on the internet. Doing research prior to the interview will really help you answer these questions. If you don’t find information about the employer online, you should make sure you interact with the Career Development Center. Someone in the office can help you find this information.

Other categories of interview questions include goals and objectives. A question you might be asked as an employer assesses your goals and objectives is: What do you want to be doing five years from now?

Under personal attributes and trying to get to know you better employers may ask you a question like: Why did you select the University of Arkansas? And they may also ask you: why did you choose your specific major and or degree?

The next category is probably the toughest for most people and that is the behavioral interview questions. In the behavioral section of an interview employers are not asking you typical questions that require easy answers. What they ask you are questions that are often one, two and three part questions that require some analytical skill. They may ask you any of the following:

- Tell me about a project you initiated.
- What was the most useful advice you ever received and who was it from?
- Give an example of a problem you solved and the process you used.
- Take me through a situation where you demonstrated leadership skills.

In closing, employers will often ask you then, do you have any questions for us? You must make sure that you have at least one pertinent, valuable question to ask that employer to show that you are interested and have been paying attention throughout the interview process. If you don’t have a question for them at that time the employer may feel as though you are not truly interested in this position.

To enhance your interviewing skills, the Walton College Career Center has provided you with some opportunity to train yourself online. You can do this by visiting waltoncollege.uark.edu/careerdevelopment and clicking on interviewing tips.

Some examples of online training on our website include interviewing tips videos. These are video scenarios of good introductions and poor introductions, strong and poor answers to a general question, a good interview conclusion and a poor interview conclusion. We provide these so you can see some of the basics acted out for you. Also a very, very valuable tool is the perfect interview. We offer the perfect interview which is an online mock interview training system. We hyperlink to it off of our website. On our website there are directions what to do when you get to the perfectinterview.com site. This is a virtual mock interview that allows you to practice your skills in effect, anytime you want to, middle of the night during the day, whenever. It is a terrific tool and we really, really encourage you to take advantage of the perfect interview.
We hope you have found these interview tips interesting and informative. This is Renee Clay; my Career Casting partner is Heather Sprandel. Career Cast is brought to you by the Sam M. Walton College of Business Career Center. You can either listen to Career Casts live off of our website or download it; and you can find that at waltoncollege.uark.edu/careerdevelopment. And there’s a Career Cast hyper link. If you need to talk to one of us our physical location is the Walton College in room 117. And we hope to see you soon, and thanks for listening to Career Cast.