

Speaking to the Skills I Have Online Workshop

Module 7 & Handout 3

“You can tell a lot about a person by the questions they ask during an interview”

An employer shared this quote because part of presenting yourself confidently is asking questions during the interview.

Some Questions You May Want to Ask

The Company

- Major current projects
- Future developments
- Vision / Mission Statements

Work

- What you would be doing and how many people are on the team
- Typical projects / timelines for completing the work
- Variety of work and opportunities for cross training

Training

- Training – what is offered / what additional training might be possible and/or necessary
- Professional development – is this offered and/or supported
- Opportunities for cross training

Colleagues / Supervisors

- Who would you work with?
- Who would you report to?

Location

- Where would you be based?
- How much travel would be required?
- Would there be opportunities to work at other branches/locations?

Community Involvement

- In what types of things is the company involved?
- Does the company support any charitable organizations?

Interview Preparation Checklist

Before going to your interview, review this checklist to ensure you are prepared. Be confident with each item. Good luck!

Know About the Company

- Vision, Mission, Goals, Philosophy
- Company history
- Executive / Management team
- Products and/or services
- Markets served (who are their customers and where are they located)
- Competitors
- Any accomplishments (ex. Awards they have received) or challenges/issues they are facing
- Any recent newsworthy items
- Industry information

HINT: If you know anyone who already works for this company, ask them for additional information. Is it a good company? Do they value their employees? Are their products and/or services any good?

Know About the Job

- Job title and description
- Knowledge, skills, abilities and experience required
- Salary offered
- Qualities necessary to be successful
- Know your subject matter and terminology

HINT: If you know anyone who already works for this company, ask them for additional information about the job. Is it a new job or are they filling a vacant position? Why did the previous employee leave? Do they know anything else about the job or the people you would be working with?

Know Yourself

- Your strengths
- Your weaknesses
- Your attributes (and be prepared to talk about them with examples)
- Your career goals and what you really enjoy doing
- Where do you need to improve/upgrade and how will you do that?
- What kind of organization you would thrive in and/or prefer?
- What “fits” you and your lifestyle? (public contact, stress, working with others, overtime, travel, etc.)
- Your past achievements/experiences and how they relate to the position

Make Sure to Practice

- Answers to the common interview questions
- Answers to tricky, difficult, or “off-the-wall” questions
- Turning negatives into positives
- Being brief!
- Your Elevator Speech/ Talking points
- Your body language and personal presentation
- Discussing information provided on your resume

Make Sure

- To have the interview time, date, location, directions with you – in writing
- To have the interviewer name(s), job title(s), role/responsibilities (if possible)
- To prepare and take your portfolio with extra resumes, a list of references (work and personal), work samples and other evidence
- To bring a pen and paper for notes
- To have an agenda or calendar to note dates/details re “next action” items (ex. When you can call back; when you are available for a second interview, etc.)
- To estimate the amount of time you will need for the interview – including travel time, meeting time, etc.
- To have a contingency plan (for childcare, transportation, etc.) in

place in case things take longer than expected

Monthly Expenses

Some people are unaware of how much money they require to cover off their bills for paying necessities such as food, hydro, transportation and entertainment costs, etc.

It is always a good idea to know what amount of money you require from your job to ensure you can live comfortably.

Monthly Expenses Calculation Worksheet			
Housing:		Personal & Health:	
Apartment / House Rent		Toiletries and Care Products	
Furniture Rental		Clothing	
Appliance Rental		Haircuts	
Renter's Insurance		Over-the-Counter Medications	
Tenant Parking		Dentist	
Hydro		Sub Total	\$
Other			
Sub Total	\$	Entertainment:	
		CDs, DVDs, Music Downloads	
Telephone:		Video Games	
Monthly or Prepaid		Movies Out	
Sub Total	\$	Socializing	
		Sub Total	\$
Television/Internet:			
Cable Services		Family:	
Sub Total	\$	Day Care	
		Babysitting	
Food:		Child Support	
Groceries		Other	
Restaurant		Sub Total	\$
"On-the-Go" Coffee / Tea			
Other		Education:	
Sub Total	\$	School Supplies	
		Books and Fees	
Transportation:		Tuition	
Bus (pass or tokens)		Sub Total	\$
Taxi			
Car Payment		Miscellaneous:	
Car Insurance		Pet Supplies / Medications	
Car Maintenance		Gifts / Cards	
Gas / Car Wash		Charity / Church Offering	

Parking (Casual or Monthly)		Art / Craft Supplies	
Other		Other	
Sub Total	\$	Sub Total	\$
<i>Add subtotals together for Grand Total</i>		GRAND TOTAL - MONTHLY EXPENSES	\$