

## INTERVIEW CHEAT SHEET

Use the tips below to brainstorm how to respond to interview questions like these.

### Tell me your story.

- Lead the interview by giving a summary of your background and why you're interviewing
- Incorporate what you like about your current/past company, how you want to grow, why this employer/job seems ideal.

### How do you think your last supervisor would describe your work performance?

- Use this as a chance to highlight a positive work relationship between you and your boss, while focusing on meeting/exceeding the expectations of your job.

### What are your greatest strengths?

- Talk about strengths related to the job you are interviewing for
- Be prepared to 'back it up'. If your strength is making a Company more profitable, be prepared to share #s. If your strength is your Excel knowledge, be ready to talk about advanced formulas/techniques that are most effective.

### Where do you see yourself in 5 years?

- Contrary to popular opinion, not all employers are looking for someone hoping to grow quickly.
- Focus on how you see yourself in this company, and can your job requirements grow laterally as you learn more?

### Why should we hire you?

- Be confident, but don't oversell yourself. Explain that you're qualified yet understand that there will be a learning curve.

### What are your weaknesses?

- Choose a weakness that you are actively trying to improve upon. Show self-awareness and commitment to growth.

### Tell me about a time you assisted a demanding customer.

- The interviewer is evaluating your conflict resolution skills. Provide an example of how you navigated a situation while maintaining your professionalism and following internal protocol. Did you have to escalate the call? Were you able to ease the customer's mind?

### What interests you about this job?

- This is your chance to show the interviewer that you researched the role and applied for a purpose.
- Highlight a few things that you can excel at, give examples of your proven success in the past, and let the interviewer see that you did your research.

### Give an example of a difficult situation at work.

- Highlight the importance of communication and how you took a leadership position to solve the issue.
- Did you work with a difficult colleague? How did you change your work style to work more collaboratively?
- Were you struggling to learn a new computer program? How did you go overcome the hurdle?

### What are your salary expectations?

- Be prepared to discuss salary, while understanding that there is a larger compensation package (PTO, benefits, and other incentives).
- Don't bring this up on the first interview, but be ready to discuss if you are asked.