

*Acing the*  
**JOB INTERVIEW**

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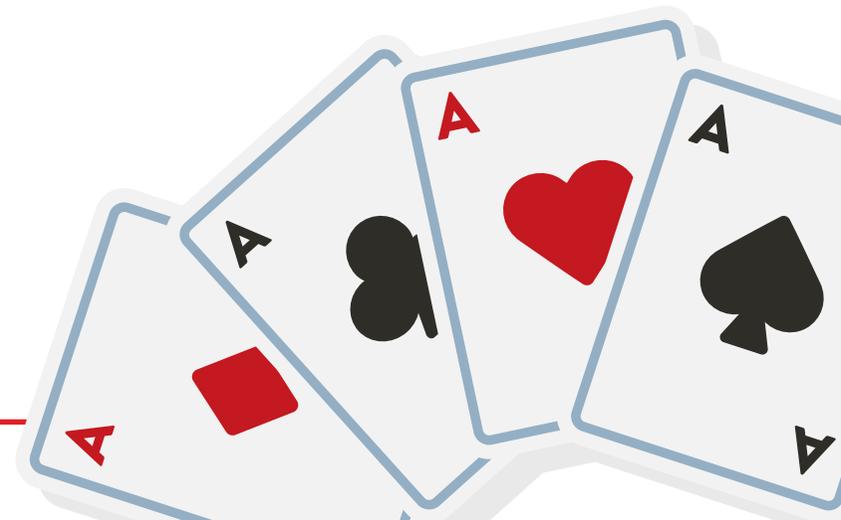
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*Preparing for the*  
**INTERVIEW**

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**You've booked a job interview**  
Now what?



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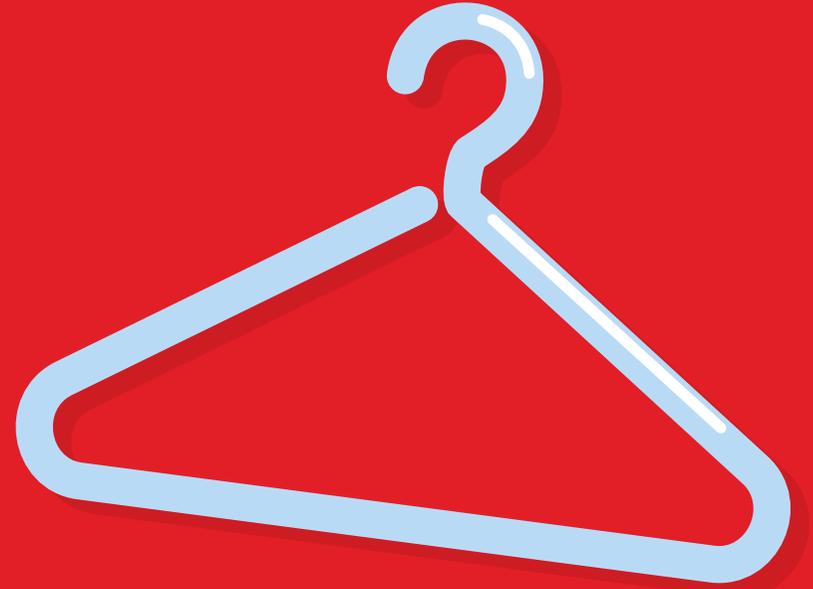
# Preparation is the key to a confident interview

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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Sources: [BigInterview.com](http://BigInterview.com), [CareerBuilder.com](http://CareerBuilder.com), LinkedIn Global Recruiting Trends, [Uptowork.com](http://Uptowork.com), [Workopolis.com](http://Workopolis.com)

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