**Job Interview Notes**

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| --- | --- |
| **Do:** | **Don’t** |
| - Dress nicely (dress shirt, sweater, dress pants)- **Act Confident** – make eye contact and have a firm handshake- Be polite**- Smile**- Answer questions with **detail and examples**- Bring a pen, resume, cover letter, references and portfolio - Be well groomed & hygienic- Emphasize your strengths- Come **prepared** (think of questions and answers ahead of time)- Be on time- Greet receptionist with respect (first impressions)- Use appropriate body language (sit up right)- Show enthusiasm towards the company/job position- Repeat the question in your answer | - Chew gum- Bring a cell phone- Wear jeans- Wear too much make-up- Wear perfume or cologne- Loose handshake- Fidget- Lie- Avoid answering questions- Give one word answers- Use inappropriate language (avoid slang, words like “uh” “um” “huh”- Emphasize your weaknesses- Be late- Slouch- Tell jokes- Say negative things about former employers or colleagues  |

Most Common Interview Questions

1. Tell me about yourself….
2. Why are you interested in the job?
3. What is your greatest strength?
4. What is your greatest weakness?
5. What did you like or dislike about your last job?
6. Do you prefer to work independently or on a team?
7. Provide an example when you worked well as a team?
8. Describe a difficult situation and how you overcame it.
9. Why should we hire you?
10. What is your greatest accomplishment?
11. If you were a superhero, what would your superpowers be and why?
12. What would you do if a McDonald’s customer insisted on getting their money back?

**Choose five questions to answer at the back of this page – try to include a variety of strengths and weaknesses.**

**Question 1:**

**Response:**

**Question 2:**

**Response:**

**Question 3:**

**Response:**

**Question 4:**

**Response:**

**Question 5:**

**Response:**