

FORT BEND COUNTY LIBRARIES

Ace Your Interview

Top Tips for Tackling Your Job Interview

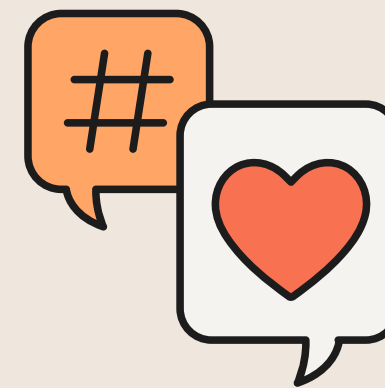
Keep these tips in mind!



Before the Interview



During the Interview



After the Interview

Before the Interview

RESEARCH THE COMPANY

- Visit their website. Check their mission, value, and history.
- See how they interact with the public and latest news.
- Why it matters: Interviewers often ask, “Why do you want to work here?”

REVIEW THE JOB DESCRIPTION

- Highlight keywords like “customer service,” “teamwork,” or “problem-solving.”
- Create connections between what they need and what you’ve done.

PREPARE AND PRACTICE ANSWERS TO COMMON QUESTIONS

- Practice doesn’t mean memorizing — it means being ready to speak clearly and stay on topic.

Before the Interview (cont.)

DRESS APPROPRIATELY

- Business casual: collared shirt, blouse, nice pants or a modest skirt, clean shoes.
- Business formal: suit or blazer, tie, dress shoes.
- Make sure your clothes are clean, ironed, and well-fitting.

PRINT COPIES OF YOUR RESUMÉ

- Bring at least two copies of your resumé — even if the employer already has one.

PREPARE QUESTIONS TO ASK THE INTERVIEWER

- This shows you're serious and helps you decide if the job is a good fit for you.

Business Casual

Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, and loafers or dress shoes that cover all or most of the foot.



Business Casual Is

- Collared, button down shirts tucked in
- Blouses or shirts with a conservative cut
- Sweaters or cardigans
- Khaki or dark pants with a belt
- Skirts or dresses that fall below the fingertips

Business Casual Is NOT

- Flip flops or sandals
- Gym/athletic attire
- Jeans
- Shorts

Business Formal

The professional standard is to wear a two-piece, matching suit in gray, navy, or black.



Business Formal Is

- Matching suit
- Dark colors
- Closed-toe shoe/low heel
- Button down shirt
- Formal blouse

Business Formal Is NOT

- Open-toe shoes
- Khaki pants
- Short Sleeve jackets
- Low-cut clothing

Your outfit should match the job environment, but it's always better to be a little overdressed than underdressed.

During the Interview



Establish a connection
with your interviewer.

1

BE PUNCTUAL.

First impressions: arrive 10 minutes early, turn off your phone, smile!

2

BE POLITE.

Greet your interviewer professionally and amicably using their correct title.

3

LISTEN

Active listening and pausing before answering.
Good body language: sit up straight, nod, make eye contact.

4

BE POSITIVE.

Nothing beats a positive attitude and atmosphere, so be approachable. Don't forget to smile!

IN THE BOARDROOM

“Tell me about yourself.”

IN THE BOARDROOM

“Tell me about yourself.”

You are a leader: Provide a specific leadership example.

You are a hard worker: Talk about your goals and accomplishments.

You are passionate about the role: Express your enthusiasm about the job.

IN THE BOARDROOM

“Why did you choose your major?”

IN THE BOARDROOM

“Why did you choose your major?”

Provide a solid story detailing how your major supports your long-term goals and interests.

Explain how your classes taught you to think critically.

IN THE BOARDROOM

**“What personal traits make you
stand out for this role?”**

IN THE BOARDROOM

“What personal traits make you stand out for this role?”

Discuss stories that reveal a track record of success.
Use this as an opportunity to highlight strong leadership capabilities.

IN THE BOARDROOM

“What is your greatest weakness?”

IN THE BOARDROOM

“What is your greatest weakness?”

Talk about a skill you would like to develop.
Share an example of how you are already working on strengthening
this area.

IN THE BOARDROOM

“What is your greatest strength?”

IN THE BOARDROOM

“What is your greatest strength?”

Highlight a proven skill.

Relate how it is important to the role you are seeking.

Be proud, not arrogant.

IN THE BOARDROOM

**“How have you handled a difficult
working relationship?”**

IN THE BOARDROOM

“How have you handled a difficult working relationship?”

Describe the difficult relationship. (Be sure to keep a positive attitude.)

Explain how you handled the relationship.

Talk about what you have learned from the experience.

IN THE BOARDROOM

**“Provide an example of a time
when you offered a solution to a
difficult problem.”**

IN THE BOARDROOM

**“Provide an example of a time
when you offered a solution to a
difficult problem.”**

Define the problem and why it's important.

Detail the solution and the strategy.

IN THE BOARDROOM

**“Describe a time when you went
above and beyond
the call of duty.”**

IN THE BOARDROOM

**“Describe a time when you went
above and beyond
the call of duty.”**

Define what you did. Detail how it was an unexpected form of leadership. Explain what you learned from it.

IN THE BOARDROOM

**“What attracted you
to this position?”**

IN THE BOARDROOM

**“What attracted you
to this position?”**

Answer honestly. Explain how this position allows you
to pursue a personal passion.

IN THE BOARDROOM

**“What type of work environment
do you prefer?”**

IN THE BOARDROOM

**“What type of work environment
do you prefer?”**

Understand the firm's current work environment.
Explain why you'll fit in the company's culture.

IN THE BOARDROOM

**“Where do you see yourself
in five years?”**

Explain how your vision will motivate you to achieve a personal, professional, or academic goal.

IN THE BOARDROOM

**“Why should we hire you
for this position?”**

IN THE BOARDROOM

**“Why should we hire you
for this position?”**

Explain why this position interests you.

Describe what you will bring to the role.

Offer insight that shows you understand something unique
about the company.

Off-Limits Questions

WHAT DO YOUR PARENTS DO FOR LIVING?

- My parents are strong people and have instilled in me a positive work ethic. I believe the dedication I have learned from my parents will help me flourish in this environment.

WHAT IS YOUR ETHNIC BACKGROUND?

- While I look forward to working in a diverse company, I prefer to keep my personal information separate from work. Tell me how you view the company's culture.

DO YOU PLAN ON HAVING CHILDREN?

- My current focus is to build a successful career. However, I feel that this question speaks to the importance of having a solid work and life balance.

Off-Limits Questions (cont.)

DO YOU HAVE A BOYFRIEND/GIRLFRIEND?

- Why do you ask? If you are concerned about my ability, you should know that I am deeply committed to my work, and I have long been able to balance my work life with my personal commitments.

DO YOU HAVE A DISABILITY? HOW MANY DAYS WERE YOU SICK LAST YEAR?

- The challenges I face do not impair my ability to perform the “essential functions” of this role.
- The Americans with Disability Act of 1992 protects interviewees and employees from discrimination based on physical or mental disabilities.

Closers

- What does a typical day look like here?
- What are the opportunities for growth?
- What qualities do successful employees have here?
- What are the next steps after this interview?
- Can you tell me more about the team I'd be working with?

Post-Interview

WRAP UP THE EXPERIENCE!

For your interviewer	Send a thank you note to express gratitude for the interview experience.
For the position you're applying for	Note what you've learned about the role and follow up with the interviewer about the next steps for it.
For yourself	Reflect on how your interview went and how you could continue to improve.



Best of luck!

WE'RE ROOTING FOR YOU.

