What to Know on an Interview

What Employers Really Want to Know

1. Can you do the job?
2. Do you have a good work attitude? How motivated, team oriented, and conscientious an employee you will be.
3. How interested are you in this kind of work? Recruiters can get an idea of your interest in a field by how focused your career plans are. Good indicators are how your summer and part-time job experience relate to your career plans.
4. Will you fit into the company? Determined by a combination of your manner, background, and appearance. Questions a recruiter might ask to decide your fit: What kinds of people do you feel comfortable with? What kind of environment do you work best in?
5. Do you really want to work for this company? One of the biggest turn-offs for recruiters is students who aren’t sure why they want to work for their company.

What Employers Look For:

1. Decent Grades
   Recruiters often use G.P.A. criterion as a way of screening out less desirable job candidates. To some, good grades indicate that the applicant is motivated and goal-oriented.
2. Communication and Interpersonal Skills
   The ability to communicate effectively with others and get along with a variety of different types of personalities are two of the most desirable qualities in job candidates, according to recruiters and employers.
3. Enthusiasm
   It’s not enough just to have the right qualifications. An employer needs to know that you are willing to give 100 percent to your job. Interviewers are impressed by candidates who are alert, responsive, and energetic.
4. Flexibility
   Employers need to know that the people they hire can expand and change as their companies do. Applicants who are receptive to new ideas and concepts are highly valued by employers.
5. Leadership
   Even in entry-level positions most employers look for evidence of leadership qualities. Successful companies need self-starters who are not afraid to take responsibility for doing the best job possible.
6. A High Energy Level
   A job candidate’s willingness to work hard matters a great deal. Employers want to know that you are committed to devoting the prime hours of your day to the job.
7. Maturity
   An elusive quality that employers almost always mention in connection with first job hires, maturity essentially means knowing how to handle yourself in a business situation. Misplaced humorous remarks, giggling at inappropriate moments or being indiscreet about company information are tell-tale signs of immaturity.

Predictors For Success:

1. Ambition and motivation
2. Grades
3. Related work experience
4. Creativity and intelligence
5. Teamwork capabilities
6. Good Personality (outgoing)
7. Initiative & responsibility
8. Job "fit"
9. Specific courses
10. Adaptability
11. Leadership ability
12. Ability to communicate
13. Work habits
14. Positive attitude
15. Clarity of goals

Reasons for Rejection:

1. Poor personal appearance
2. "Know it all" attitude
3. Inability to express oneself clearly - poor voice, diction, grammar
4. Lack of planning for career - no purpose and goals
5. Lack of interest and enthusiasm - passive and indifferent
6. Lack of confidence and poise -nervousness, ill-at-ease
7. Overemphasis on money
8. Poor scholastic record
9. Unwilling to start at the bottom
10. Making excuses - evasiveness- hedging on unfavorable factors in record
11. Lack of tact
12. Lack of courtesy -ill mannered
13. Condemnation of past employers
14. Lack of vitality
15. Failing to look interviewer in the eye
16. Limp, fishy handshake

**What an Interviewer Expects From You:**

1. A professional attitude and appearance.
2. An indication that you know about the organization
3. A clear idea of what you want to do
4. The ability to "sell yourself" and your ability to do the job.