

- Do not forget to ask for the names of your interviewers. And then, remember to give them a polite thank you.

For more information, please ref to: [Phone interview checklist](#).

Question style 3 - Stress interview

Stress is a physical term indicating the impact of one subject on the other. Though it may sound rather strange, many experienced interviewers may often use this interview method. In a Stress Interview, a number of interviewers shall continuously by turn ask questions and cause pressure on the candidates to evaluate their ability to handle high pressure. Also, the goal of Stress Interview is to test the candidates' ability to work under a busy environment. Questions in a stress interview are commonly relating to multi-task project, overtime working or conflict handling at work.

Stress interview tips

1. Stress Interview Process

Stress Interview is normally performed as follows:

- The candidates are made to wait for a long time before the interview.
- The interviewers don't show certain manners to the candidates such as inviting them to sit or drink a glass of water.
- The interviewers keep a long silence before asking the candidates.
- The interviewers ask multiple questions before the candidates can answer completely one.
- The interviewers may pretend not paying attention to the candidates and therefore, make them very stressful.
- The interviewers may criticize the candidates no matter they approve or disapprove.
- Behavior improperly during the interviews which may cause hard feelings for the candidates.

2. Methods of Dealing with Stress Interview

- Don't take personally for what you see. Think of this like a game of mind.
- Keep calm and don't get frustrated. This is an interview. There must be something going on.
- Answer clearly and don't change your answer.
- Maintain a smile on your face. Don't look so serious.
- Don't overreact for what you hear.
- Keep your head cool is the best way to deal with this high pressure.

Panel interview tips

Below are some tips for you if you are going to take a Panel Interview:

1. Learn as much about the company and the job as possible; also, find information about the department you are applying to work in:

This information shall be greatly useful for you in answering possible questions raised by panel members. Also, it may get you closer to the panel as the interviewers shall be greatly impressed when they are interviewing such a candidate who has quite knowledge of their company and the job.

2. Practice answering possible questions; get used to the process of a Panel Interview:

You should try to get a hold of the process of a Panel interview, from introduction, answering question to ending the interview. You may consult your family members or friends who have experienced such an interview for advice. Make a list of possible questions raised by each of panel members and try answering them.

3. Bring additional paper with you to the Interview:

Remember to give to each of panel members a copy of your resume so that they may know about you and more importantly, pay attention to you before the interview. Maybe they have gotten a copy of your resume already, this way shall make them impressed as seeing how prepared you are.

4. Be Impressive with Your Introduction.

Welcome the interviewers with a kind handshake and a smile. Calling the interviewers by name is courtesy and friendlier.

5. Answer fully but not ramblingly:

Being detailed is good; however, too much irrelevant detail will be ramble and useless. For example, you can use information that you have researched about the company in your answer but don't go too much for telling about your experience in working for another company. Another way is to refer to your previous answer to avoid repeating anything you have mentioned.

6. Make sure your eye contact with the interviewers during the interview:

Keeping eye contact is very important. It shows confidence and honesty in your answers. When you start answering a question, make sure you look first at the interviewer who raises such question. When you are about to finish your answer, look at this interviewer again. Just be natural with this. Not everyone can do this without practicing though, so try your best.

7. Ask questions about the company, recruiting department or the job requirements:

Although you may have read the job description, you should make a question about what the job requires. Receiving answer from the interviewers shall be much more detailed than from a job description list. This makes the interview like a discussion between colleagues in the same company. Asking questions in an interview is always a good thing to do. It's for your own benefit and for the interviewers' benefits as well.

8. Finish your interview with a positive attitude:

Finishing a panel interview is just as important as when you start it. Leaving a good impression after you leave is always beneficial to you. Shake hand with each of the panel members and thank them for their attention and support. Remember to address them by their name which will be a more friendly way to do. State your willingness to learn more about the company and the job and keep your proper gesture until you have left the company.

Question style 6 - Lunch (Breakfast) Interview

Don't let the meal take you off your track. This is still a business situation, an interview. So, behave properly with your table manner. Take advantage of the meal as a relaxed method but don't pay much attention on it.

1. Tips for Interviewers:

- A Lunch Interview is not much different from a formal one except that you have to behave more properly.
- Wear formal outfit to the Lunch interview.
- The candidate is supposed to not drink while waiting for you.
- If you order an alcoholic drink, it should be proper if you invite the candidate to have the same.
- If you are ready to leave, you should be the first to say goodbye.
- The candidate is supposed to pay attention to you instead of his or her lunch.
- The candidate is supposed to send you a Thank-note after the meal.
- Prepare a list of questions and topics you may wish to raise in the interview. Remember that lunch interview is normally longer than regular ones. Therefore, don't let you run out of things to say.
- You have finished your meal doesn't mean that the interview is over.
- Politeness is very important, especially since you are the interviewer. Behave properly with others.
- Behave properly during the meal (don't eat and talk at the same time, don't smoke while eating, don't put your elbow on the table).

30. Discuss your interview with others. You may receive very helpful advice from an outsider who, like the interviewers, may tell if you answer properly or not.

31. Don't worry too much if you didn't perform well in the interview. There are always a whole lot of things to do. Enjoy yourself.

V. 75 interview questions and answers

Question 1: Tell me about yourself?

Steps to answer this interview question

Step 1: Give a brief introduction about yourself:

For example: My name is Peter. I graduated from XYZ University with bachelor degree in Sales. After 5 years working as a Sales Manager, I have well experienced in training, mentoring and motivating other sales personnel to achieve the goals of the Company.

Step 2: Give a brief summary of your experience in your latest positions:

Give a summary of 2-3 latest companies that you have worked for and companies that have helped you succeed with your new jobs.

For example: recently, I have worked for ABC Company as Sales Manager for North-East Region. With my skills from training courses, I developed many sales campaigns which contributed much to the development of new customers and maintenance of current customer base. After 6 months, my sales force and I did regain the company's market and promote the sales revenue up by 37%.

Step 3: Connect your ability to the employer's requirements:

Never assume that the employer will by himself be able to connect all of your abilities to the job requirements.

Step 4: Make a concerning question:

With a concerning question, it will help you gain "control" of the interview. You may reduce the stress of the interview with such questions.

For example: I would like to know the strong points of your company's current Sales force.

Answer samples

If you are asked the question whether you prefer to work independently or as a team, here is the best way to answer it:

- “I have worked in teams and independently as well. Some jobs match and require a teamwork effort while others fit an individual work. project is completed in a timely and efficient manner.
- While working independently, I realized that I was the complete owner of the project (i.e. one man project) and therefore considered this responsibility as an incentive/bonus. Though, I did get the company support and interacted very often with other key employees, the way I worked helped to ensure quick project implementation as well as finding efficient solution for any calculated risks. Therefore, I have had very good experiences working in a team as well as working independently. “
- “I am a great team player because I work hard to become knowledgeable in the field of my interest, and I also love to pass on my learning’s’. I don’t believe in relaying blame as it is a easy-way out. One of the teamwork aspects I enjoy is a good open discussion and giving likewise feedback and suggestions. I believe a successful team depends on the responsibilities that each and every member takes on, not just the ‘natural’ leader who emerges. Everyone brings something to the table.

Question 22: Have you ever had to fire anyone? How did you feel about that?

Answer tips

Be sensitive upon answering this subject matter. The key is always to stay empathic but acknowledging the management duties that comes with higher up responsibilities and the team aspect of this decision.

You want the interviewer to know that in the event, you will be prepared to fire someone if it is the right thing to do. You will protect the company from any individual who creates a disruptful situation.

Answer samples

When I was administrator at a large educational institution in the NY it was my job, among other things, to hire and fire. Believe me, it was harder to hire than to fire. There was always cause for firing, and usually I was glad to get rid of those who I fired. Hiring, however, was difficult. I had to choose between so many good, qualified candidates, and I never knew which one was really the right choice.

Question 23: What is your philosophy towards work?

Answer tips

The interviewer is not looking for a long or flowery dissertation here.

Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Short and positive, showing a benefit to the organization.

Answer samples

- My philosophy about work is that the situation be fair for both the employer and employee. I believe a very fair wage is needed for the employee so they are productive. If one is underpaid then they will, in turn, do as little as they can for the employer and both loose.
- FULL, COMPLETE WORK that I will be proud to be responsible for. I dislike it when someone's half-effort work causes delays and confusion. Or people who don't take responsibility in the mistakes on their part. I think if everyone did their duties well and complete, there wouldn't be any unnecessary time spent cleaning up messes or playing blame-games.

Question 24: If you had enough money to retire right now, would you?

Answer tips

Be honest and answer yes if you would or No if you will not but since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

You also have to be careful too, your yes answer may pass a different message which might make them see you as an opportunist.

Answer samples

I would not retire because I would not have the opportunities to be as involved as I am right now. It depends on your definition of what enough money is... if I had 70 million I would consider another line of work but if it was only 2 or 3 million I would definitely keep working.

Question 25: Have you ever been asked to leave a position?

Answer tips

Do not give those suspicious impression that you may want another job position you feel is better than the one you have applied for.

Question 38: How would you know you were successful on this job?

Answer tips

Several ways are good measures: You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful.

Answer sample

I m sure that I were successful in the because any job offered in your company is my dream and I can do any thing for my dreams. another way I am like to do this from my heart not for money. so.....

Question 39: Would you be willing to relocate if required?

Answer tips

You should be clear on this with your family prior to the interview if you think there is a chance it may come up.

Do not say yes just to get the job if the real answer is no.

This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

Question 40: Are you willing to put the interests of the organization ahead of your own?

Answer tips

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

You should be honest. If you're not sure of what they mean, ask for a specific example. Like, you might be willing to work on weekends even if it means missing out on one of your favorite pastimes; however, you might not be willing to lie to customers in order to make a sale.

Answer samples

You should yes.

- I think organizational skill is my greatest strength. Thank to it, I am able to handle multi-tasks at the same time and double the productivity of my work.

Question 58: Describe a time when your workload was heavy?

Following are some sample answers to this question:

- During the time while I was still working for HKL factory. The factory received a special order of a huge number of j-ball bearings. That was quite a sudden increase in quantity that we had to manufacture in a short period of time. However, as the client was a new but very potential one and we couldn't afford to lose this one, we had sit down together, me, the production supervisor, the supply manager, and labor union representatives. In several days, we had developed an ultimate plan to maximize the productivity, utilize to the max the supply of materials, and keep the workers working for a moderate number of hours. Under such a pressure, but all of us agreed to cooperate very closely to complete the order.
- I remembered when I was still working for ABC company. the time when it was planning to take over another company. there was much work to do dealing with internal workforce, workforce of the acquired company, cultural differences, maintaining the relationship with clients. That was quite a stressful situation however, we managed to get over it very successfully.

Question 59: How will you achieve your goals?

Basing on this question the interviewer wants to know how you plan on achieving your goals for the future and what you are going to accomplish. In order to respond to it you could see examples of good responses included:

- I have intention to acquire additional skills by taking part in relevant class to the job and keeping my involvement with various professional associations.
- I see myself that FFA Corporation is going to offer in-house training for employees and I would prefer to attend related classes to enhance my skills.
- Taking participation in conferences, seminars, meetings and upholding my education will be effective ways to continue my professional development.

Question 60: What can you contribute to the company?

This is a special interview question used to discover how you would contribute to the company if you are hired. The interviewer would like to know how much your capacity is.

Giving concrete examples of what you have gained in the past job will be the best way for responding to this question. By this way, you should show the interviewer that you are looking forward to undertaking this position with the best effort.

You also give description of specific examples of how effective you have been in your other positions, what you done to achieve your goals. How did you utilize your abilities for the company's goals? Have you had necessary skills to do the job the company is hiring for, and are you confident to say that you absolutely meet new job challenges waiting you? You have to prove these. In addition to your contribution description, do not forget to talk about the depth and breadth of related experience that you have.

Sample answers

- I am hard-working worker with achievement of accumulated experience to undertake tasks efficiently.
- I am confident that I will contribute my skills and abilities to growth of the company.
- I have solid experience and comprehensive knowledge to fulfill the whole of tasks that I will be responsible for.

Question 61: What challenges are you looking for?

The employer asks candidates this typical question for the purpose of determining what they are looking for next job and whether they would match the position being hired for or not.

As a candidate, which way would you choose to respond to this question? The best way to answer questions about the challenges you are seeking may be to how you will facilitate your skills and experience to wait for and welcome upcoming challenges next job.

In addition, you need to demonstrate your motivation, enthusiasm and willingness to confront with the challenges. The abilities, flexibility and skills are crucial for you to effectively meet and handle a challenge job.

Besides, you should tell the employer about specific experience of facing challenges and handling them in the past.

Question 62: Who was your best boss?

Answer tips/answer samples:

The interviewer wants to know that whether you blame or judge badly about your previous boss by asking the question "Who was your best boss and who was the worst?"

Best Answer

c. Sample 3: Follow-up interview thank you letter

Interview Thank-You Letter is a good follow-up action to do after an interview. Below are some samples of Interview Thank You Letter:

Your Address
City, State Zip Code
Today's Date

Interviewer's Name

Title
Organization
Street Address
City, State Zip Code

Dear (Mr., Mrs., Ms., Dr.) Interviewer Name:

"I would like to thank you for the opportunity to work for your company which you addressed me on the call yesterday.

I am confident that I have enough experience and qualification for this job which I believe I will be able to perform this job excellently and contribute much to your company. I would be very appreciated if I have a second chance of discussing this matter with you again in another interview.

I am looking forward to hearing from you soon and I am very eager to be able to be a part of your company and contribute my ability to its success.

Sincerely,
Full Signature
Typed Name

B. Useful resources:

I. Ebook: The Ultimate Guide to Job Interview Answers - version 2012

For more information and payment process, please [click here](#).

I have just bought an eBook: *The Ultimate Guide to Job Interview Answers* by Bob Firestone, and found that there are some great contents here that I want to share with you:

1. How can you know what the employer needs from you (pg.5-7)

As set out from pages 5-7 of the eBook, the most important factors that a hiring manager shall always expect from the candidates are listed down, including:



- Courage / Persuasion:
- Beliefs / Ethics:
- Commitment:
- Work Orientation / Stamina:
- Interpersonal Skills / Charm:
- Discipline:
- Competitiveness:

Also, from page 94 to 96, this eBook also shares some opinions on *The 7 essential patterns of behavior for success*, including:

- Vision.
- Goals.
- Action plan. Think hard
- Team work.
- Creativity.
- Professionalism.
- Honest effort and hard work

So, what are characters that an employer will expect from his candidates? This depends on his organizational culture, job description, business strategy, and so on. You need to research

5. **Killer Interview Secret #5 - How To Really Read A Job Description..... 42**
6. **Killer Interview Secret #6 - The Most Common Types of Interviews & How To Ace Them (page 47-53)**
7. **Killer Interview Secret #7 - Mastering The 11 Foundation Interview Questions (page 54 -62)**
8. **Killer Interview Secret #8 - Asking The Right Questions (page 63 -67)**
9. **Killer Interview Secret #9 - The “Hidden” Job Market (page 68 – 71)**

Many of us don't recognize that hidden job market is a huge one and accounts for 2/3 of total job demand from enterprises. This means that if you know how to exploit a hidden job market, you can increase your chance of getting the job up to 300%.

In this section, the author shares his experience and useful tips to exploit hidden job market.

Here are some sources to get penetrating into a hidden job market:

- Friends;
- Family;
- Ex-employees;
- Referral;
- HR communities;
- Field communities;
- Social networks such as Facebook, Twitter...
- Last recruitment ads from recruiters;
- HR emails of potential recruiters...

10. Killer Interview Secret #10 - Turning On Your Natural Attraction Factors (page 71-86)

(Create first impression to the interviewers)

It's just like the way you sell a product or introduce yourself in front of your future parents-in-law, natural attraction factors play very important role in a job interview. These factors are:

- Confidence;
- Know your own strong and weak points;
- Know what the employers want;