



A student should know how to answer the questions during an interview. Anticipating questions ahead of time helps the interviewee answer them more smoothly.

Tough Interview Questions

Advice to help answer those "hard-to-answer" interview questions

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STAFF REPORTER

After the classifieds have been scanned, after the letters and resumes have been written the next step in the search for employment is the interview.

The interview is a face-to-face meeting with a hiring professional from a company you would like to work for. Everything you do and say during this meeting is part of the interview process. This is an important part of the hiring process so try to present yourself in the best possible light.

One way to up your odds for a good interview is to think of questions the interviewer might ask and practice answering them either into a mirror or with a friend.

Planning Job Choices: 1995, a magazine that will give you insight and information on the job search, lists the following as "tough questions interviewers like to ask and suggestions for answering them."

Q. Tell me about a time when you had to make a decision, but didn't have all the information you needed.

A. Use a real anecdote from

your experience to answer this question. The answer doesn't have to be great and grand. It could be a simple situation that was handled well. It could demonstrate ability in your field.

Q. What suggestions do you have for our business?

A. Don't answer this one with the expected. Talk about things to add or rearrange. Your answer should reflect your creativity.

Q. What is the most significant contribution you made to a company during your internship/co-op/volunteering/summer job?

A. Tell a story about an accomplishment that added value to the company, demonstrating skills that show initiative or resilience. Tell the interviewer about the options and the outcome of your work.

Q. What are you bad at? What is the biggest mistake you've made?

A. Be honest. You'll show credibility and integrity. While mistakes aren't rewarded, those who make mistakes aren't shot either. Tell what you learned from the mistake.

Q. Was there anything today that you were afraid I was going to ask? Why did it make you uncomfortable?

A. The trick here is to keep your cool. Many people blurt out the question that they didn't want asked ... and perhaps raise new questions in the interviewer's mind. Some mention an illegal question.

Know What You Don't Have to Answer in an Interview

When you approach a potential employer, there are various laws about what you can be asked. Everything you answer to on a job application, interview or during a testing program must pertain to your ability to perform the job in question.

Illegal Questions

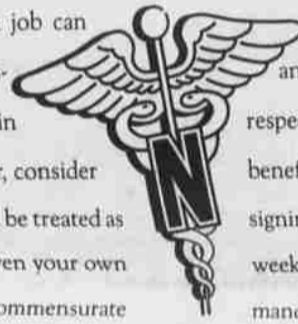
- Are you a U.S. citizen?
- Where were your parents born?
- What is your native tongue?
- How old are you?
- Who do you live with?
- Do you plan to have a family? When?
- How many children do you have?
- What are your child care arrangements?
- How tall are you?
- How much do you weigh?
- Have you ever been arrested?
- Do you have any disabilities?
- Complete the following medical history
- List type and date of any operations
- When was your last physical exam?
- How is your family's health?
- If blind, when did you lose your eyesight and how?
- If in the military, were you honorably discharged?

Legal Questions

- Are you authorized to work in the U.S.?
- What languages do you speak/write fluently?
- Are you over age 18?
- Would you be willing to relocate?
- Are you able to lift a 50-pound weight and carry it 100 yards?
- Have you ever been convicted of...?
- Are you able to perform the essential functions of a job with or without reasonable accommodation?
- After you are offered a job, you will be asked to take a physical exam.
- In what branch of the Armed Forces did you serve? What kind of training or education did you receive in the military?

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