**Job Interview Tips**

1. **Preparing for the Interview**

Your cover letter asks for an interview. Your résumé shows why you should be invited for an interview. The purpose of the interview, from your perspective as a job-seeker, is for you to learn more about the position, the company, and decide if you are a good fit, and, if so, gain a job offer. **Please check the link for more information:**

<http://www.vault.com/interviews/article/interviewing/preparing-for-the-interview/>

1. **Practicing for the Interview**

Preparing for the interview also includes learning as much as you can about interviewing. You may have an impressive education, but chances are you did not take classes in how to interview. The irony is that the interview is an integral part of our career success, yet many people do not know how to interview well. Here again, take advantage of career counselors, alumni resources, and any job service options available in your area.

<http://www.vault.com/interviews/article/interviewing/practicing-for-the-interview>

1. **Types of Interviews**

In your job search, you will likely encounter different types of interviews. Companies are using initial phone interviews more and more to screen-out candidates earlier in the process, for example, saving time and resources. These are often followed by additional phone interviews, and then face-to-face meetings. Those in-person interviews can involve a single interviewer, or you may be facing a panel of managers. You need to understand each type of interview and be prepared.

<http://www.vault.com/interviews/article/interviewing/types-of-interviews>

1. **Interview Etiquette**

The phrase, "Actions speak louder than words" is true. Most communication takes place nonverbally. In addition to preparing your answers for the interview, also prepare how you will act before, during, and after the interview. Another common phrase, "It's not what you say but how you say it," also holds a lot of truth. This section will review some communication tips that will help you present your best self.

<http://www.vault.com/interviews/article/interviewing/interview-etiquette>

1. **Typical Interview Questions**

Many interview questions will be straightforward ("How long did it take you to complete your degree?") Others will be vague ("Tell me about yourself.") Some may seem completely irrelevant ("What is your favorite color and why?") Some will test your skills, and others will seem like they came out of left field. Many in-depth resources exist on types of interview questions and how to answer them. It is important, though, to be familiar with the main types of interview questions you might face and the areas that most employers will likely ask about.

<http://www.vault.com/interviews/article/interviewing/typical-interview-questions>

1. **Typical Interview Skills Tests**

Some interview "questions" are not really questions at all but a test of your skills. Candidates applying for technical positions may be asked to solve a series of problems. A librarian may be asked to list the corresponding decimal numbers for a variety of nonfiction subject areas. An office manager may be required to compose a sample letter to a customer. Whatever your field, be prepared to be tested on the knowledge you claim to have, and ensure that if you claim it, you own it.

<http://www.vault.com/interviews/article/interviewing/typical-interview-skills-tests>

1. **How to Answer the 'Tell Me About Yourself' Interview Question**

One of the more common interview questions you will receive is: "Tell me about yourself." It's often the first question you receive in an interview, and while it might seem, on the surface, to be a lazy and simple one, it's actually quite calculated and complex.

<http://www.vault.com/blog/interviewing/how-to-answer-the-tell-me-about-yourself-interview-question/>

1. **How to Answer the 'Why Do You Want to Work for Us?' Interview Question**

One of the more common interview questions these days, especially for entry-level positions, is some form of "Why do you want to work for us?" Other forms of this question include "What attracts you to our firm?" and "What about our firm excites you?" Whatever the exact phrasing you receive, there are a few things you want to get across as clearly and concisely as possible when answering.

<http://www.vault.com/blog/interviewing/how-to-answer-the-why-do-you-want-to-work-for-us-interview-question/>

1. **How to Answer the 'What Sets You Apart from the Rest?' Interview Question**

An extremely common interview question these days is some form of "What sets you apart from the rest of the candidates for this job?" Other incarnations of this question include "Why should we hire you?" and "What makes you so different from all the other people interviewing for this position?" No matter exactly how this question is worded, it's getting at the same thing: what are your greatest strengths and skills, what might make you unique, and how those strengths and skills and uniqueness will translate into success in the position you're interviewing for.

<http://www.vault.com/blog/interviewing/how-to-answer-the-what-sets-you-apart-from-the-rest-interview-question/>

1. **How to Strike the Right Tone and Temperament in Interviews**

In interviews, it's certainly important what you say, but it's also important how you say it. That is, you want to give clear, concise, relevant answers to your interviewers' questions, and you also want to maintain an even tone and congenial temperament while you give them.

<http://www.vault.com/blog/interviewing/how-to-strike-the-right-tone-and-temperament-in-interviews/>

1. **5 Insights into a Hiring Manager's Mind During an Interview**

Inside the mind of a hiring manager is a desirable place to be—if you're a job seeker. Specifically, job seekers want to know what goes on inside the mind of a recruiter before, during, and after an interview. And so, here—based on decades of search-firm recruiting, corporate recruiting, and human resources consulting experience—is what hiring managers are thinking.

<http://www.vault.com/blog/interviewing/6-insights-into-a-hiring-managers-mind-during-an-interview/>

1. **5 Tips for Surviving a Hostile Interview**

If an interviewer wants to learn about your emotional intelligence, she could ask you a series of questions about your past behavior—so-called behavioral questions. Alternatively, she could spend a significant portion of the interview acting like a total jerk and letting your actions speak for themselves. Whether you like it or not, the latter route is becoming more and more common.

<http://www.vault.com/blog/interviewing/5-tips-for-surviving-a-hostile-interview/>

1. **20 Interview Questions from Top-Ranked Summer Firms**

Practicing answers to mock interview questions is one of the best ways to prepare for summer associate interviews. If you’ve never experienced a legal interview, however, you may not know what kinds of questions to expect. As part of our Annual Associate Survey, we inquired about the types of questions the firms ask during interviews.

<http://www.vault.com/blog/vaults-law-blog-legal-careers-and-industry-news/20-interview-questions-from-top-ranked-summer-firms/>

1. **21 Interview Questions Top Internship Programs Ask**

When it comes to internship interviews, it's all about behavioral questions. And while you probably know that you need to have solid answers to questions like "Tell me about your strengths and weaknesses" and "Tell me about a time you worked on a team," you might not know that you'll need airtight answers to numerous other questions as well.

<http://www.vault.com/blog/interviewing/21-interview-questions-top-internship-programs-ask/>

1. **15 “Tell Me About a Time” Interview Questions Top Accounting Firms Ask**

While we continue to compile all the quantitative results, we went ahead and pulled the most common behavioral interview questions that accountants told us their firms are asking these days. These types of questions (which often begin with the phrase “Tell me about a time…”) are essential ones to prepare for if you want to work for a top accounting firm (these questions are also frequently asked outside the accounting industry). And so, here are 15 of these so-called behavioral questions, all pulled straight from our latest Accounting Survey.

<http://www.vault.com/blog/interviewing/22-tell-me-about-a-time-interview-questions-top-accounting-firms-ask/>

1. **How to Answer the 'Difficult Team Member' Interview Question**

One of the more common behavioral interview questions is “Tell me about a time you had a conflict with a coworker and how you dealt with it.” A similar question is “Tell me about a time you were on a team and team member wasn’t pulling his or her weight and how you addressed the situation.” While these questions are slightly different, they’re both looking for the same thing: how you work in teams and how you deal with conflict.

<http://www.vault.com/blog/interviewing/how-to-answer-the-difficult-team-member-interview-question/>

1. **How to Answer the 'Tell Me About Something NOT on Your Resume' Interview Question**

You know your resume forwards and backwards. You know how to answer the strength question and the weakness question, and you've done your research on the company you're interviewing with and have a few questions to ask your interviewer in your back pocket for the end of your interview. But what are you going to say if you're interviewer asks you to talk about something NOT on your resume? Or, put another way, what will you answer if your interviewer asks, "What's something I should know about you that's not on your resume?" If you don't know what you're going to say, you better start preparing an answer now, because this question is more common than you think.

<http://www.vault.com/blog/interviewing/how-to-answer-the-tell-me-about-something-not-on-your-resume-interview-question/>

1. **Answering the 'What's Your Five-Year Plan?' Interview Question When You Have No Plan**

Do you dread the "Where do you see yourself in five years?" interview question? Do you dread it in part because you have no five-year plan? If you answered "yes" to both of these questions, you're in luck, because the latest New York Times Corner Office column inadvertently includes some excellent advice on how to build a great answer to this often-dreaded interview question that doesn't involve any grand five-year plan.

<http://www.vault.com/blog/interviewing/answering-the-whats-your-five-year-plan-interview-question-when-you-dont-have-a-plan/>

1. **5 Tips for Handling Difficult Interview Questions**

No matter how hard you practice interviewing or how long you prepare, chances are you'll face questions in any interview that you didn't expect. Although this might not bring you much comfort, the good thing is there are several things you can do before and during an interview that will allow you to better handle these situations. To that end, below are several tips that will help you deal with difficult interview questions.

<http://www.vault.com/blog/interviewing/tips-for-coping-with-difficult-interview-questions/>

1. **7 Uncomfortable Interview Questions You Should Be Prepared to Answer**

A job interview is an exciting opportunity to highlight your professional skills and earn that long-awaited position. However, many candidates wrongly treat interviews like interrogations. In candidates’ defense, it’s not easy to sit in front of hiring managers knowing that they’re scanning you, searching for flaws. Besides that, there are dozens of awkward questions to deal with and react to properly. Below, we discuss some of these uncomfortable interview questions that all job candidates should be prepared to answer.

<http://www.vault.com/blog/interviewing/7-uncomfortable-interview-questions-you-should-be-prepared-to-answer/>

1. **7 Things to Never Say In a Job Interview**

It’s terrifying to know that the person you’re speaking to is weighing your every word—and could hold the power to change your future. This is why interviews can be so stressful, and why sometimes it can be hard not to blurt out the first thing that comes to mind. No matter how long you prep for the interview, it’s actual practice that gets one better at interviewing. And while there are many things you should say in a job interview, it can be harder to focus on the things not to say. We’ve got the seven things to steer clear of mentioning if you really want that job.

<http://www.vault.com/blog/interviewing/7-things-to-never-say-in-a-job-interview/>

1. **3 Interview Mistakes You Don't Know You're Making**

I've spent many years on both sides of the interviewing table. I've interviewed for many positions, and I've interviewed many people for many positions. As an interviewee, I've made many mistakes. I've been unprepared, I've overshared, I've mumbled through answers, I've stumbled through answers, I've spoken too much, I've spoken too little, I've oversold myself, I've undersold myself, and I've made a host of other mistakes, too. And as an interviewer, I've witnessed all of these mistakes, many times, and many other mistakes as well.

<http://www.vault.com/blog/interviewing/3-interview-mistakes-you-dont-know-youre-making/>

1. **The Best Questions to Ask at the End of Your Interview**

You probably know that most interviews end with the question, “Is there anything you’d like to ask me now?” But you might now know that this question is commonly used by hiring managers to determine how well you’ll fit with the company.

<http://www.vault.com/blog/interviewing/the-best-questions-to-ask-at-the-end-of-your-interview/>

1. **What to Do After the Interview**

While it is okay to relax a bit after the interview, your pre-job work is not yet done. Some follow-up will help keep your name fresh in the minds of the interviewers.

<http://www.vault.com/interviews/article/interviewing/what-to-do-after-the-interview>

1. **Interview Questions: Following Up After the Interview**

When the interview ends, leave the building as gracefully as you entered, making sure you're as cordial to people on the way out as you were coming in. As you decompress, take some time to review the interview while it's still fresh in your mind. Because interviewing is a learnable skill, use the experience to help you in the future.

<http://www.vault.com/blog/interviewing/interview-questions-following-up-after-the-interview/>