Company Research Guide

1. What are the company's major products and services?

2. Who are the company's customers?

3. What is the company's mission statement or purpose? What do they value or believe in as an organization?

4. Who are the company's major competitors? How do they view the company?

5. How is the company viewed in the marketplace? Is it a profitable business or are they on the brink of bankruptcy?

6. Find out two of the company's recent success stories.

7. What are the company's potential problems?
Mock Interview Questions

1. Tell us about yourself. Why do you want to work for our organization and what makes you the best candidate for the position.

2. How do you establish a working relationship with new people? Describe your approach to collaboration and team building.

3. Tell me about a specific work place experience where you encountered conflict. How did you resolve the situation?

4. Please discuss your approach to time management: describe your methods for prioritizing tasks and give clarifying examples of your favorite organizational techniques.

5. Talk about your experience working with socio-economic and culturally diverse groups. Please share a specific example of a success story or something that you have learned about diversity, the work place, and being an effective supervisor.

6. Why did you leave your last place of employment?

7. What is your approach to technology and the work place? Which methods of electronic data management have you used in the past?

8. Do you have any questions for us?
Questions to ask an employer during the interview

What are the most important skills and attributes required this position?
How many hours of work per week would be requested to be successful?
What is the organizational structure of your department?
How would you describe your companies culture?
What are your organizational Values? How do these values influence your decision-making?
What is your vision for your department over the next two to three years?
What major challenges are you currently facing as a manager?
What makes your company better than your competitors?
What are the areas where your competitors are better than your company?
Who do you consider your customers to be?
What is your value proposition to your customers?
What business problems keep you awake at night?
Can you tell me more about the other people in the organization I would be working with?
   Can I meet with any of them before accepting an offer of employment?
What is the internal perception of pursuing further education, such as a Masters degree?

What is your preferred method of communication with your team?
How are you measured as a manager?
What can I do to make your team successful?
How long have you been with the organization?
What has been your career path within the organization?
What will be the measurements of my success in this position?
Is there anyone with your organization who is considered to be a leader within the industry?
   What is it about that person that makes him or her a great leader?
What is the next step in the interviewing process?
Why is this position important to the company?
What is your company doing to stay competitive and current?
What is the most helpful or important contribution I could make in the first 30 to 90 days of work?
What do you like most about working for this company?
Would you say you have a competitive enviroment?
How is the current economy impacting your business/work?
What is your companys philosophy regarding professional development?
What is the management style?
Who does this position report to?
How many people work in this office/department?
How much travel is expected?
What don’t you like about working here and what would you like to see change?
Would you like a list of references?
Will I be hearing from you or should I contact you?
Most Frequent Reasons For Rejection

1. Late for interviews.
2. Poor personal appearance
3. Overbearing – overaggressive – "know it all".
4. Inability to express self clearly – poor voice, diction, grammar.
5. No purpose and goals – does not know what he/she wants.
7. Lack of confidence and poise – overly nervous – ill at ease.
8. Overemphasis on money – interest only in the best dollar offers.
9. Unwilling to start at the bottom – expects too much, too soon.
12. Condemnation of past employers.
13. Lack of vitality – shuffle, slow movements – answers only “yes” and “no” to open end questions.
14. Fails to look interviewer in the eye.
15. Limp, fishy handshake.
16. Indecision or indefinite response to questions.
17. Sloppy application – misspelled words, errors, blanks.
18. Doesn’t want to work.
19. Lack of knowledge of field of work.
20. Unwillingness to relocate.
21. Failure to express appreciation for interviewer’s time.
22. Talk too much. Ask too many questions about the job.
23. Poor references – do not support your statements.
24. No knowledge of company.