

Interview Do's¹

- Research the organization prior to interview
- Arrive 10 minutes early
- Dress appropriately and conservatively
- Know exact time and location of the interview
- Offer a firm handshake at beginning and conclusion of interview
- Maintain good eye contact
- Sit still, upright, attentive
- Have questions prepared and ask them.
- Address interviewer by his/her title: Mr., Ms., Mrs., Dr.
- Be concise yet complete with your answers
- Express your appreciation for the interview
- Be self-confident

Interview Don'ts

- Don't make negative comments about previous employers/professors
- Don't falsify information on application or answers to questions
- Don't imply that you will only consider one specific job with that organization
- Don't give impression that you are only interested in job for its location, the pay, or you are just checking out employment possibilities
- If you choose to wear cologne/perfume, do so sparingly

Dress

Mining is a fairly conservative industry—while a business suit is not required, look clean, neat and as professional as possible.

Professional	Unprofessional
<p>Clean fingernails Neat hair Polished shoes Natural-looking makeup Long-sleeved shirts if wearing suit Clean, pressed clothes, proper fit Business suits Non-matching dress pants, sport coat Dress pants or khakis, dress shirt and tie</p>	<p>Baggy stockings, saggy socks Perfumes or colognes Boots Costume jewelry Hair jewelry (unless functional) Gold medallions, charms on men Low necklines, high hemlines on women Piercings on men Exposed midribs, revealing fashion Sandals, flip-flops Worn, holey jeans</p>

¹ From Virginia Tech's Career Planning Guide

Common Job Interview Questions

1. Tell me about yourself.
2. What makes you think you are qualified to work for this company?
(What can you do for us?)
3. What makes you different from the other candidates I have interviewed?
(Why should I hire you and not the other person?)
4. What do you know about our company?
5. What do you want in your career?
6. Tell me about your experience.
7. What did you like (and not like) about your last job?
8. What is your greatest strength (and limitation) for this job?
9. What do you see yourself doing in five years? In ten years?
10. Do you like working with others or alone? Why?
11. What do you think determines a person's progress in a company?
12. Define cooperation.

Prepare for Behavioral Interview Questions

- Describe situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me a specific occasion in which you conformed to a policy with which you did not agree.
- What is an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you or vice versa.

Asking Questions

Recruiters and employers expect applicants to ask questions. Be prepared: know about the company and have questions ready.

1. Will you please describe the duties of the job?
2. How does this job fit into the structure of the organization?
3. What characteristics do you seek most in people for this job?
4. Can you tell me about the possibilities for advancement?
5. What is the biggest problem facing your staff now? How have past and current employees had trouble solving this problem?
6. What have been the best results produced by people in this job?
7. If you hired me, what primary results would you like me to produce?
8. Can you describe the ideal candidate for this job?