**CANDIDATE RESOURCES**

**ACE YOUR INTERVIEW!**

**Apply these helpful tips and be better prepared for your next interview**

**Creating a Resume that stands out**

Employers receive thousands of resumes for the same positions on a daily basis. When reviewing resumes, they’re looking to see if you have the skills and experience to perform the job as listed. If you’re resume doesn’t stand out from the rest, your chances of being contacted for an interview can lessen over time. You want to make sure that you create a resume that not only catches the employer’s attention but sufficiently illustrates your qualifications for that job. Before you send off that resume, take a look at some of these key tips to creating a resume that stands out the rest:

**Key Tips**

Use correct spelling and a professional, modern format

List skills and experience specific to the job description/qualifications

Include accomplishments and/or achievements

Use key words when appropriate such as “managed, developed, accomplished”, and “achieved”

Include a cover Letter

**Preparing for your Interview**

For most interviewees, the most difficult part of the interview is saying the right responses to the interviewer’s questions. Avoid stammering over these questions and be prepared to ace your next interview. Study this list of top ten interview questions and answers prior to your interview and you will be better prepared to answer them with confidence.

**Top 10 Interview Questions**

1. **Can you tell me about yourself?** 
   1. Try to avoid giving vague, expected answers such as “I am a hard worker, I’m dedicated”. Instead, talk about 3 of your greatest accomplishments, your work ethic, languages spoke, skills, volunteer work etc. Be mindful of getting too personal in your response.
2. **What is your greatest strength/weakness?**
   1. Make sure to focus more on your strengths and put less emphasis on your weakness. Instead of responding with, “I have trouble communicating” you can say, “I am continuously working on improving my communication skills so that I can work more efficiently and effectively”.
3. **Where do you see yourself in 5 years?**
   1. State your long term goals and what achievements you have set for yourself. Your response should give the interview an idea of where you see yourself progressing to if you were to work with their company. “In 5 years, I see myself implementing my manufacturing skills as a plant operations manager”.

1. **Why should we hire you?**
   1. The best way to answer this question is by summarizing your experiences and expressing to the interviewer why you are qualified to do the job. You want to focus on your strengths and how you can be a great asset towards the company and their growth.
2. **What sets you apart from other candidates?**
   1. Think of what you can bring to the table in terms of your skills and expertise in the field. Put emphasis on what makes you unique and why you stand out from other candidates. A good response would be, “My experience has allowed me to develop a unique combination of product manufacturing skills and knowledge which enables me to provide efficient and effective assembly line production”.
3. **Why do you want to work in this industry?**
   1. Employers are looking to see if you’re just seeking another paycheck or if you are really working towards having a career. They want to know that you are motivated to grow with the company and bring value. Your response should include why you like the industry and what peaked your interest to want to develop a career within the industry. Speak about how your strengths can be utilized in furthering the growth and develop of the industry.
4. **What do you know about the company?**
   1. It is crucial to always do your research for any company that you interview for prior to going into an interview. The day before your interview, you should visit the company’s website and jot down key aspects you can use in your response. Being able to respond to this question shows that you are truly interested and is another way to set you apart from other candidates.
5. **Describe a difficult situation/challenge at work and what you did to overcome it.**
   1. When responding to this question, you want to showcase your problem solving skills and your ability to adapt to any challenging situation or circumstance. Interviewers are looking to see how well you work under pressure. You want to share a success story that shows the skills and expertise required for the job you are interviewing for.
6. **Why did you leave your last job?**
   1. You want to make sure that you give a positive response to this question. You do not want to give the interviewer any negative impression of your former employer or it can/will hurt your chances of being hired. A good response to this question could be, “The company decided they needed to downsize due to low productivity and therefore I had to search for other opportunities”.
7. **Do you have any questions for me?**
   1. 75% of interviewees always respond to this question with “No, I think that’s everything”. You should always have at least 3 questions to ask your employer at the end of an interview. Asking questions demonstrates to the employer, great listening skills in addition to your interest in the job and gives you a lead over other candidates.

Here are some questions you should ask when an interviewers asks you if you have any questions. Asking these questions shows that you are not just shopping around for “just another job”. Also, you’ll find a few questions you should never ask while on an interview.

**Questions You Should Ask an Interviewer**

1. What is the next step in the hiring process?
2. What are some of the challenges you face?
3. What are the goals you have for the company?
4. Can you tell me about the company work culture?
5. What are the company values and how do you think my work can help to further those values?

**Questions You Shouldn’t Ask an Interviewer**

1. What is the salary for this position?
2. How quickly can I be promoted?
3. How soon can I expect a raise?
4. Any questions that suggest that you were not listening