



Information Technology

INTERVIEW TIPS IN 30 MINUTES

Illinois workNet Interview Tips! - <http://illinoisworknet.com>

DISYS

▶ Bill Markham

- ▶ Disys
- ▶ Bill.markham@disys.com



OUR PRESENTER

- ▶ Phone interview -
 - ▶ Know the job description.
 - ▶ What work “story” will you share?
 - ▶ What will you ask?
 - ▶ Sit up straight or stand up.
 - ▶ Smile!



▶ In-Person -

- ▶ Go over resume to make sure you can speak about all of your experience and have it printed out.
- ▶ Dress professionally.
- ▶ Bring your resume and the job description.
- ▶ Sit up straight and smile when you answer your questions.
- ▶ Send email thank you to the interviewer.

- ▶ Have questions written out for the interviewer.
- ▶ Go over the company's website.
 - ▶ Look at their mission statement and their news section.
- ▶ Go to LinkedIn and see the work history of the interviewer.
- ▶ Bring a notebook and pen.
- ▶ Bring thank you notes to fill out in the lobby after the interview.

- ▶ How do you describe yourself?
- ▶ What do you consider to be your greatest strengths OR weaknesses?
- ▶ What are the 3 most important things to you in your next opportunity?
- ▶ What are your long and short range goals and objectives?
- ▶ What are the most important rewards you expect in your career?
- ▶ In what way do you think you can make a contribution to our organization?
- ▶ Why did you choose this career path?
- ▶ How would you evaluate your ability to deal with conflict?
- ▶ Why should I hire you?
- ▶ What makes you qualified for this position?
- ▶ How do you determine or evaluate success?
- ▶ Are you willing to relocate? Travel?
- ▶ What major problem have you encountered and how did you deal with it?
- ▶ How well do you adapt to new situations? How do you work under pressure?
- ▶ Do you consider yourself a leader? Are you good at delegating tasks?
- ▶ Describe the workload in your current or most recent position?

**DO YOU
HAVE THE
ANSWERS?**

- ▶ What is your current company, role and responsibility?
- ▶ What were your previous 3 roles or 5 years of experience?
- ▶ Please describe to me in about a minute your primary skillset?
- ▶ What certifications do you have?
- ▶ Why are you seeking a new opportunity?
- ▶ When can you interview?
- ▶ When an offer is made, when can you start?
- ▶ What is your geographic preference?
- ▶ Current rate or salary?
- ▶ Where have you currently interviewed? Do you have an upcoming interviews?
 - ▶ What stage in the process are you?
 - ▶ Any offers?



FIRST CONTACT

- ▶ Have you managed full SDLC (Software Development Life Cycle) projects? -What were your responsibilities? -How large was your team?
- ▶ What was the technical environment of the projects you have managed?
- ▶ How long have you functioned specifically as a Project Manager?
- ▶ Is your work experience from a development background? Technologies?
- ▶ Have you managed cross-functional teams?
- ▶ Describe your biggest accomplishment as a PM?
- ▶ Have the projects you managed been delivered on time and under budget?
- ▶ Do you have any experience working with offshore teams?
- ▶ What would be the perfect project opportunity for you?
- ▶ What types of project would you not like to work on?
- ▶ Do you prefer high level management approach or do you get into the day to day technical work?
- ▶ What was your most challenging project? What made it challenging and how did you make it a successful?
- ▶ What certifications do you have?

PROJECT MANAGEMENT QUESTIONS

- ▶ Is there anything on my resume that I can clarify for you?
- ▶ I am interested in this role, what are the next steps?
- ▶ Technical Questions: Know the basic technical questions. Managers are testing knowledge.

AT THE END OF THE INTERVIEW

- ▶ How many people interviewed you? If there were more than one, did they interview you individually or as a group?
- ▶ Who did you meet?
- ▶ Were there any questions you were unable to comfortably answer?
- ▶ Do you have more of an in depth understanding of the position?
- ▶ Was there anything that they brought up that concerned you?
- ▶ Did they mention anything about next steps? (After phone or in-person interview)



QUESTIONS

For more information:

Email – info@illinoisworknet.com

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