**Job Interview Questions:**

1. Tell me a little about yourself?
2. What qualifications you possess? Skills/Education
3. What is the last book you read; why did you choose it or like it?
4. What are your strengths and a weakness; how are you overcoming your weakness?
5. Describe a time you were faced with a problem or stressed at work; how did you handle the situation? How did it turn out; what did you learn or gain?
6. What are your long term goals? How will you achieve them?
7. What are your short term goals? How will you achieve them?
8. How would you handle, or deal with a disgruntled customer?
9. Do you see yourself as a worker / supervisor / (leader/follower)?
10. Give an example of when you showed good leadership?
11. Why should I hire you?
12. What is your feeling toward meeting deadlines?
13. Are you a positive, energetic person (give example)?
14. Do you consider yourself a risk taker? Why/Why not?
15. What are the rewards you would expect in your career?
16. How do you evaluate determine success?
17. How do you work under pressure?
18. Why do you seek a position in this field?
19. What Kind of work environments are you most comfortable?
20. What will you be doing in five years?
21. Are you a patient person? Example
22. Why do you want to work for our company, business?

**Phone Interview:**

Remember you are calling them to get the following information!

1. Enthusiastically ask and get the following information?
2. Ask for the personnel director?
3. Get out of the interview repeat:
	1. Persons Name
	2. Time
	3. Date
	4. Location
	5. Contact info: Phone contact
4. Express your enthusiasm to meet them/visit with them and answer any questions they may have.

**Follow – Up letter**

1. Make sure you use the proper format
2. Highlight details that you want them to remember from interview
3. Thank them for their time
4. Look forward to hearing from you soon
5. 3 paragraphs (short/grammar correct/double check proofread)

**Application**

1. Practice application process
2. Know the info you need to include
3. Double check spelling/punctuation and make sure it is neat.

**MTC Students Example Questions**

1. What do you know about the MTC Program?
2. What things are you interested in?
3. Describe you work/school attendance?
4. What past work experience do you have?
5. What type of tools and equipment are you familiar with?
6. What would your teachers/supervisors say about your work/skills?
7. What is a difficult situation you have faced at work/school? What did you learn?
8. Tell us about your strengths/and give a weakness? How are you overcoming your weakness?
9. Tell about a specific experience working cooperatively with others, How did or do you add to the team effort?
10. Tell us about an unsafe or hazardous situation at work/school?
11. What have you done that has shown initiative and willingness to your work?
12. Why are you a good candidate for the MTC Program/Scholarship?