

## Interview Tips

### Traditional Job Interview Questions

- How would you describe yourself?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What do you consider to be your greatest strengths and weaknesses?
- What would your last boss say about your work performance?
- What motivates you to go the extra mile on a project or job?
- Why should I hire you?
- What makes you qualified for this position?
- What qualifications do you have that make you successful in this career?
- Do you have any hobbies? What do you do in your spare time?
- Have you ever been fired or forced to resign?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Describe the workload in your current (*or most recent*) job.
- Describe the relationship that should exist between the supervisor and those reporting to him or her.
- What two or three accomplishments have given you the most satisfaction? Why?
- How do you work under pressure?
- What's one of the hardest decisions you've ever had to make?
- What are your expectations regarding promotions and salary increases?

### Questions to Ask Employers

- Why is the position available?
- What types of assignments may I expect the first six months on the job?
- What type of training is available?
- Why do you enjoy working for this company?
- What are your expectations for new hires?
- How will the person who accepts this position be evaluated? By whom?
- When can I expect to hear from you?
- Do you have a detailed description of the position for which I am being considered?

### The Worst Job Interview Mistakes

- Arriving Late
- Arriving Too Early
- Dressing Wrong
- Chewing Gum
- Bringing a Friend or Relative
- Energy Failure
- Handshake Failure
- Bad-Mouthing Your Boss

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**JOB LOCATION &  
DEVELOPMENT  
PROGRAM**

**CONNECTING  
AREA STUDENTS  
WITH EMPLOYERS**

**Pennsylvania  
College of  
Technology**

PENNSTATE



Need a  
**part-time job**  
while enrolled  
in **college?**

## Are you having trouble finding a reliable part-time job?

Pennsylvania College of Technology is here to help. We are pleased to introduce the Job Location and Development (JLD) Program here on campus.

## What is JLD?

JLD is one of the Federal Work-Study programs administered by Penn College. The purpose of the program is to locate and develop part-time jobs both off campus and on campus for students who want to work. And you can qualify regardless of your financial need.

## What are the benefits of participating in the JLD Program?

Getting a part-time job through JLD can have some benefits over finding one on your own. JLD can help you:

- connect with local employers
- work more hours
- earn more money
- obtain a full-time position
- improve your resume
- build customer-service skills
- gain learning experiences in a "real-world" environment

## Who will interview and hire me?

The JLD Program acts as a clearinghouse or referral service. It puts students in touch with local employers who need part-time workers. Therefore, all interviewing and hiring is done by the employer in accordance with their own needs and hiring practices.

## How much do I get paid?

Your employer will be responsible for paying all wages and related payroll costs, so how much you get paid (*and when*) will be up to your employer.

## How many hours can I work each week?

There are no limitations on the number of hours you can work. However, it has shown that grades begin to suffer when full-time students work more than twenty to twenty-five hours per week. So keep in mind that you are a student first and an employee second. Remember, your academic success should always take priority over the number of hours you work.

## What types of employers may hire me?

Any for-profit or nonprofit employer is eligible to participate in this program, and we'll try to find you employment that is related to your major at Penn College.

## JLD sounds like a good deal. How do I sign up?

Stop in the Career Services Office, Bush Campus Center, Room 202, and complete the required intake form. You must also attend a brief in-person JLD Orientation Session in order to participate in the program. It's that easy.

## Whom should I contact about the JLD program?

**Job Location & Development Coordinator**  
Career Services  
Bush Campus Center, Room 202

Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

(570) 327-4765, ext. 7371  
or (800) 367-9222

Fax: 570.321.5545

JLD@pct.edu

