



Propel Yourself  
through Motivation  
*with*  
Elizabeth

### **Job Interviews:**

There may be one or more rounds of interviewing, depending on the position.

**Interview #1:** To see how you FIT. The employer is looking to see if you have the experience and personal qualities the business is looking for.

**Interview #2:** This is typically a CASE interview, where you will be given problems to solve.

You may then be called into meet with additional people you might be working with, to ensure you would fit well with the team.

Large businesses and top positions usually require multiple job interviews.

---

### **Answering Questions:**

During a **FIT interview**, questions will primarily focus on your background. It may include a review of your resume, a brief overview of your personal and work experience, and a line of questions geared towards getting a better sense of who you are as a person and a potential employee.

Remember that the interviewer is not just evaluating what you say, they are also evaluating how you say it to see if you have the personal traits they are looking for in an employee. You should therefore speak confidently, communicate clearly, and assert leadership.

### **Asking Questions:**

Do as much as possible in the way of research on the company's basic philosophies, business practices, history, clientele, etc. This way you can ask specific questions which show that you've done your homework, that you know who they are and what they do, and that you are ready to join the fold.

Ask questions to get a good sense of the company's operations and your specific duties. Make sure that while you're busy proving that you're a good fit for the company, you're also satisfying yourself that the company is a good fit for you.

A **CASE interview** is the method used by a potential employer to assess certain skills, an exercise in "thinking on your feet" which tests your ability to provide answers and form educated responses in real time.

While you may be asked some case questions in the first interview, it is the second interview that is more likely to focus on a series of written questions or verbal examinations involving scenarios, or case studies, meant to challenge your consulting abilities.

### **Case Questions:**

You can count on being faced with questions that fall into one (and very likely all) of these categories:

- Brain Teasers
- Market Sizing
- Business Strategy
- Contemporary Business

Within these categories are questions that range from simple, thought provoking puzzles to tough analytical questions simulating real on-the-job scenarios.

### **Market Sizing:**

A market sizing question asks you to estimate a rough figure based on a set of assumptions for a given social, economic or geographic group.

### **Business Strategy:**

With broad applications and far-reaching variables involving a particular business or sector with which you may very well be unfamiliar, the business strategy question forces you to examine the sorts of all encompassing issues you will face on a regular basis.

### **Contemporary Business:**

Contemporary business questions examine your command of current events in topics such as global business, technology and domestic issues.

---

### **Preparing for an Interview:**

Conduct research, dress professionally, and come prepared with everything you might need.

### **Researching:**

Learn more about the employer so you can ask relevant questions and speak to their needs. The employer will be listening to see if you're familiar with their company. Go to the company's specific website. Maybe catch up on current events as well as the business world in general.

They can research you too, go do a Google search of yourself to see what comes up!!

### **How to Dress:**

Walk into your interview looking like someone who works there. You want to look like you fit in.

### **Women:**

- Black or gray suit
- Dark burgundy or navy suit
- Contrasting jacket and skirt
- Two-piece dress
- White or off-white blouse or solid color blouse (may be pastel)
- Black, navy, or taupe pumps

- Neutral or taupe hosiery
- Black leather handbag
- Black, brown, or burgundy briefcase

**Men:**

- Solid color or pin-striped navy or gray suit
- Black or navy socks
- Burgundy, navy, or gray print or striped silk tie
- Navy sport coat with gray trousers
- Black leather belt
- White cotton shirt, blue, or pinstriped shirt
- Leather briefcase
- Black slip-on shoes or black lace-up shoes

**What to Bring:**

- Several extra resumes
- An updated list of personal references
- Any letters of recommendation
- Copies of certificates or transcripts
- Copies of any career-related awards you may have received
- A few personal business cards
- Your smartphone with your calendar app, but be sure your phone is set not to ring during your interview

Organize all of these documents and supplies in some manner of a hard or soft shell briefcase in black, brown, or some other neutral color.

---

**Following Up:**

It's important to grab one more opportunity to make yourself stand out from the crowd and restate your interest in their company.

The most practical and effective way to do this is with a quick follow-up phone call, or a thoughtful note or card thanking your interviewer for their time and consideration. Be sure to address everyone involved in the interview process by name, as it's important to leave as many people as possible with a good impression of you.

You can also use this opportunity to elaborate on any questions or concerns which came up in the interview that you now feel were not addressed adequately or confidently on your part.

Finally, end the call (or note) with your intention to follow-up in a week or so to see if a decision has been made, and make sure to do so.

Try to make the call (or send the card, or note) the day after your interview, as decisions can be made quickly, and you can never be certain whether you are their first interview or last.