

## Print Resources

Print resources often provide greater depth of information, multiple examples, and additional sources to consult. You can find more print sources using the Libraries Catalog (<http://www1.lib.purdue.edu>).

### Search Tips

- The catalog offers two different search methods – basic and assisted
- Use the Assisted search option for more precise searching
- Include search terms such as *employment interviewing*
- Use the Limit Results option to filter for library location, language, or date
- Scan the list of subject headings or descriptors in individual records to find alternate search terms

### Location Codes

ENGR  
Siegesmund Engineering  
Library (POTR)

HSSE  
Humanities, Social Science  
and Education Library  
(STEW)

MEL  
Management and Economics  
Library (KRAN)

PHAR  
Pharmacy, Nursing, and  
Health Sciences Library  
(RHPH)

UGRL  
Hicks Undergraduate Library  
(HIKS)

650.14  
H675a  
2001  
UGRL

### **Ace the Corporate Personality Test**

More corporations are relying on personality testing to identify the most promising candidates for hire. Learn what six dimensions of your personality the test measures. Know your rights -- what employers can and can't ask you. Sample tests are included for self-evaluation.

650.144  
Ac31  
2004  
MEL  
(Reserves)  
PHAR

### **Ace Your Interview! : The Wetfeet Insider Guide to Interviewing**

Complete with sample interview scripts and workbooks, this guide will help you learn: what employers are really getting at when they ask certain questions; tips for interpreting job descriptions; what you need to know about yourself, about the position, and about the organization to excel in an interview; the ins and outs of the basic interview types; insider tips for answering difficult questions, emphasizing your strengths, and concluding the interview gracefully; strategies for following up and staying top of mind with hiring managers.

650.14  
D388b  
1997  
UGRL

### **Best Answers to the 201 Most Frequently Asked Interview Questions**

The author reveals the secret agenda behind every kind of question that interviewers ask and he prepares you to answer them all including ice breakers, thought provokers, curve balls, stress testers, and even illegal questions. Encourages the reader to practice answering a list of questions with family or friends to help prepare for an effective interview.

650.140973  
K127c  
1996  
UGRL

### **Career Power! : A Blueprint for Getting the Job You Want**

A concise manual to help you get the job you want. Includes chapters such as: How to find out where the jobs are and get interviews, How to get ready for an interview, How to have a great interview, and Things to do when the interview is over.

371.1002373  
C591d  
2007  
HSSE

### **The Definitive Guide to Getting a Teaching Job: An Insider's Guide to Finding the Right Job, Writing the Perfect Resume, and Nailing the Interview**

One of the newest trends in teacher interviews is behavior-based interviewing. This guide explains the technique as well as provides sample questions and instruction for answers that share past knowledge and skills.

650.14  
K139e  
1995  
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### **The Essential Book of Interviewing: Everything You Need to Know...**

Written for both interviewers and interviewees, this book provides the principles and techniques needed to master the interview process. Learn how to: give and get the information you need, ask the right questions and avoid the wrong ones, prepare for the interview and make decisions, achieve diversity and avoid illegal hiring practices.

650.14  
M828g  
2000  
UGRL  
(also in Reference)

### **Games Companies Play: The Job Hunter's Guide to Playing Smart & Winning Big in the High-Stakes Hiring Game**

An engaging guide for job hunters that offers the strategies for success: in conducting the pre-interview (networking, mastering email, resume, cover letter), during the interview (interviewer's style, anticipate the questions, lunch interview, salvaging a bad interview), and after the interview (thank-you note, negotiate the offer). Provides a summary chart to capsule the main points of the book. Highlights other situations you might encounter in the job hunt. Contains a section of additional resources.

650.144  
AL53h  
2004  
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### **How to Turn an Interview into a Job**

Offers interviewing advice covering every step of the process, including: making the initial phone calls; scheduling appointments; selecting an interview wardrobe; how to have the toughest interviewer extend an offer; the follow-up letter; salary negotiation. Includes 75 sample questions with suggested answers.

658.3112  
P865h  
2003  
UGRL

### **How Would You Move Mount Fuji?: Microsoft's Cult of the Puzzle: How the World's Smartest Companies Select the Most Creative Thinkers**

Not a typical interviewing guide, but gives prospective interviewees insight into the puzzle genre and some of its rules that many high tech companies incorporate into the interview process.

650.14  
B38i  
2000  
MEL

### **The Interview Kit**

Addresses five sure-fire strategies for winning interviews and provides answers to over 500 tough interview questions.

650.14  
H615i  
1996  
UGRL

### **Interviewing**

Guides you step-by-step through every phase of the interview, from preparation to effective follow-up. Provides tips on questions to expect and the important ones to ask. This unique guide also explores the psychological roadblocks that can lead to insecurity and defensiveness. It shows you how to manage your anxiety and the techniques for taking charge of any interview situation. Discusses the ins and outs of putting together an effective self-marketing campaign. Also includes a chapter on customs and protocol for interviewing with foreign companies.

650.14  
Sh63j  
1996  
UGRL

### **Job Interviewing for College Students**

This is more than an interview handbook; it's a crash course in face-to-face communication. Discusses the campus recruiting process and the on-site interview. It will teach you how to: make the right first impression, on paper and in person; play up your talents and potential to make up for lack of experience; focus on your strengths and keep a positive attitude; get job offers even if you're not a "perfect fit;" give the right answers and ask the right questions; excel even in the toughest interviews; and evaluate an offer and negotiate with confidence for salary and benefits.

650.14  
B21k  
1996  
UGRL

### **Killer Interviews**

Thorough knowledge of your education and work history and being quick on your feet all help you win a position, but this book reveals the strategy needed to capture that "dream job." Part One explains why you need a strategy, Part Two discusses the preparation needed, Part Three helps you understand the dynamics of the interview, and Part Four helps you select the right company. Appendix A offers *Key Interview Tips* and Appendix B is a *Career Profiles Index*.

- 650.14  
Ya27k  
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UGRL  
(also in Reference)
- Knock 'em Dead 2005**  
Gives the basics of interviewing skills with emphasis on how to prepare for interviews, valuable lessons in responding to questions, and how to remain in the mind of the interviewer after the interview.
- 650.14  
B992L  
1997  
UGRL
- Landing the Job You Want: How to Have the Best Job Interview of Your Life**  
Created to provide you with an interactive experience, this book teaches the STAR method – a simple technique for answering interview questions with maximum positive impact. Offers sound strategies for matching your qualifications to the ones required by a job.
- 650.144  
K863o  
2003  
UGRL
- Nail the Job Interview: 101 Dynamite Answers to Interview Questions**  
Offers advice on how to: avoid making 37 common interview errors; apply 45 key principles to the job interview situation; develop winning answers to 101 important questions; deal with personality, motivation, education, and salary; respond to negative questions with positive answers; communicate positive nonverbal messages; ask 30 key questions about the job and the employer.
- 650.14  
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1994  
UGRL
- Naked at the Interview: Tips and Quizzes to Prepare You for Your First Real Job**  
This book shows how to turn study skills and test-taking strategies, mastered in college, into career advancement tools. Offers a series of assessment "tests" covering all aspects of the job search process, with tips on building these skills successfully.
- 650.144  
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2000  
UGRL
- 101 Great Answers to the Toughest Interview Questions**  
Begins with an overview of the interviewing process. Then, questions are grouped by chapter to cover the full range of possible interview topics – everything from “Why’d you major in astrophysics and minor in theater?” to “Why us?”
- 650.14  
Ye31p  
1998  
UGRL
- Power Interviews: Job-Winning Tactics from Fortune 500 Recruiters**  
Includes: key characteristics that leading companies look for in prospective employees – and how to project them; fifty most frequently asked questions – as well as detailed scripts of the best answers; practice sessions to perfect your interview techniques; and strategies for power negotiating, overcoming differences with an interviewer, narrowing your job search – and more.
- 650.14  
M747p  
2000  
ENGR  
UGRL
- Programming Interviews Exposed: Secrets to Landing your Next Job**  
Everything you need to know to succeed in the programming interview which is likely to consist of an hour-long interactive oral exam in computers, programming, and logic. This guide will help you ask effective questions, decide what language to code in, and choose the best approach to solving a problem. Included are 50 interview problems and in-depth analysis of the possible solutions. Corrections to the book are posted to the website:  
<http://www.wiley.com/legacy/compbooks/programminginterview/>
- 650.14  
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1999  
PHAR  
(Ask at Desk)
- The Unofficial Guide to Acing the Interview**  
Reveals vital information from how to research a company to what to wear on your interview; shares insider secrets from those who’ve learned how to succeed on an interview; discusses trends in personnel management and interview techniques so you’ll know what to expect when you walk in the door; includes checklists and charts that help map out your interview strategy; and more.

650.144  
N556w  
2005  
MEL

### **Winning the Interview Game: Everything You Need to Know to Land the Job**

A concise guide to help you: establish and maintain rapport with interviewers; prove that you ideally suite the position's requirements; take advantage of the pressure on recruiters and human resources departments to fill jobs; recognize and disarm negative body language exhibited by interviewers; deal with difficult questions and tense situations to salvage a less-than-perfect interview before it ends.

650.14  
M146y  
1999  
UGRL

### **You're Hired!: Secrets to Successful Job Interviews**

Contents include how to: turn up job leads a dozen different ways; tailor your resume to fit the job; look your best at the interview; answer the most difficult questions; prepare for all the newest interview formats such as screening, selection, information, stress, group, and telephone; and evaluate job offers. Offers advice from recruiters at major corporations.

## Media Resources

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VC8145  
VHS format  
25 minutes  
2001  
UGRL

### **Common Mistakes People Make in Interviews**

Demonstrates through role playing the wrong way/right way of job interviewing. Takes the viewer through the interview process and gives advice about how to avoid common mistakes.

VC6600  
VHS format  
25 minutes  
1997  
UGRL

### **How to Get the Job You Want**

Helps the viewer learn what to do and not to do when job hunting. Explores the components of the job search process beginning with choosing a career path. Discusses where to look for jobs with emphasis on networking. Details the preparation process for an interview and what to expect from the interview itself. Reviews the most common interview questions.

VC3039  
VHS format  
60 minutes  
1992  
UGRL

### **Jim Barton's The Interview and You**

Features Jim Barton, distinguished career consultant and professional recruiter, discussing his seven-step guide to successful interviewing. Uses a typical interview situation to provide sample answers to interviewers' questions. Designed for all types of interview situations and includes information on how to deal with standard as well as tricky questions.

VC6395  
VHS format  
22 minutes  
1999  
UGRL

### **Strategies for the Interviewer**

Help prepare for the interview by learning some of the techniques interviewers use to gain information about a candidate. Examines the interview process by explaining how to read between the lines of a candidate's standard answers, types of questions to ask to uncover the applicant's true work habits, the value of using the telephone to conduct screening interviews, and laws which affect the interview process.

## Online Academic Resources

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Using an online academic resource or database is a fast, convenient method for finding job interview information. Please ask at the Reference & Information Desk if you need assistance finding additional sources.

### **Search Tips**

- Most databases offer two different search methods – basic and advanced (also labeled as Guided, Advanced, Customized, etc.)
- Use the Advanced search option for more precise searching

- Include search terms such as *employment interviewing*
- Scan the list of subject headings or descriptors in individual records to find alternate search terms
- **All resources listed are available from the Libraries' homepage (<http://www.lib.purdue.edu>) under the Databases tab**

### Business Source Premier

Provides articles containing helpful tips and guidelines regarding interviewing.

<http://purl.lib.purdue.edu/db/db141>

#### Search options:

- Enter the term *employment interviewing*
- Filter by Country Reports if needing interviewing advice for international positions

### OmniFile Full Text Mega

Includes magazine and journal articles providing information on interviewing.

<http://purl.lib.purdue.edu/db/omnift>

#### Search options:

- Enter the term *employment interviewing* as Subject(s)

## Recommended Web Sites

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These free, independent web sites represent a sampling of job interview information available on the World Wide Web and are selected for their quality content and stability. Content quality and availability may change without notice.

### Campus Recruiting & Job Search Manual <https://www.cco.purdue.edu/common/CCOJobSearchManual.pdf>

A concise guide to the job search process provided by the Center for Career Opportunities at Purdue. See pages 49-57 for interviewing guidance. Also check out CCO's website for information regarding mock interviews:

[https://www.cco.purdue.edu/Student/JobSearchSkills\\_MockInterview.shtml](https://www.cco.purdue.edu/Student/JobSearchSkills_MockInterview.shtml)

### Job Hunter E-zine <http://www.collegegrad.com/ezine/>

A series of articles written by Brian Krueger, author of the book *College Grad Job Hunter*. Covers resumes, cover letters, and interviewing as well as other job hunting topics.

### JobWeb – Resumes & Interviews [http://www.jobweb.com/resumes\\_interviews.aspx](http://www.jobweb.com/resumes_interviews.aspx)

Designed by the National Association of Colleges and Employers, JobWeb offers career and job-search advice for new college graduates. Scroll down the page for interviewing advice.

### Monster.com: Career Advice <http://career-advice.monster.com/interview-tips/home.aspx>

Monster.com is a comprehensive web site of career information and resources. The Interview section covers numerous topics and includes an Interview Tips Message Board. Of particular interest are the "More Prepare" links which address many interview questions/strategies.

### Quintessential Careers: Career Resources Toolkit [http://www.quintcareers.com/career\\_resources.html](http://www.quintcareers.com/career_resources.html)

Provides an organized and categorized list of career tools and resources on the web.

### The Riley Guide <http://www.rileyguide.com/interview.html>

The Riley Guide has been a highly recognized source for career advice. The "Interviewing" section will provide you with links to web sites offering advice and information on the interview, improper questions, following up an interview, interview variations, plus a list of additional resources.

For information about specific companies, refer to the Company Information handout:

<http://www.lib.purdue.edu/ugrl/inst/company.pdf>