



Common Interview Questions

TELL ME ABOUT YOURSELF

This needs to be a brief summary of your resume. Include your experience, accomplishments, and qualifications for the job-NOT your childhood, family, or hobbies.

WHAT DO YOU KNOW ABOUT THIS COMPANY

Research the company before you go in for an interview by looking at their website or other sites (Glassdoor.com). Get information on the company's size, its key products or services, the market where it competes, and its overall reputation

HOW DID YOU HEAR ABOUT THE COMPANY?

Be specific. Don't let the interviewer think they were a random choice. Cite any contact you have had with career services, recruiters or your research.

WHY ARE YOU QUALIFIED FOR THIS POSITION?

Have a mental list prepared and count them off one by one. Name the qualifications, how it relates to this position, and move on to the next skill.

TELL ME ABOUT YOUR LAST JOB?

Be Positive. List your duties responsibilities. Explain your accomplishments as they relate to the position you're interviewing for.

WHAT DID YOU LIKE MOST ABOUT THAT JOB?

Talk about your responsibilities, challenges, accomplishments, and the people. An example, "It's an excellent organization which has given me a lot of good experience and opportunities such as..."

WHAT DID YOU LIKE LEAST ABOUT THE JOB?

Never bad mouth a job or employer and keep this answer brief.

GIVE AN EXAMPLE OF ANY MAJOR PROBLEM YOU FACED AT WORK, A CO-WORKER, OR WITH A SUPERVISOR?

The manager wants to see how you define problems, identify options, decide on a solution handle obstacles, and solve the problem...don't be negative.

WHAT IS YOUR GREATEST WEAKNESS (S)?

Focus on work, not character weaknesses. Turn it into a positive. Ex: "I'm accused of being a workaholic. I like to stay and get caught up on the odds and ends before I go home at night."

WHAT IS YOUR GREATEST STRENGTH (S)?

List three and make them relative to the position.

DO YOU WORK BETTER IN A GROUP OR WORKING ALONE?

A good answer would be "I enjoy being a part of team, and I can work independently to get my share of the work done."

WHAT WOULD YOU DO IF ONE SUPERVISOR TOLD YOU TO DO SOMETHING NOW AND ANOTHER SUPERVISOR TOLD YOU TO DO IT LATER?

The interviewer wants to know how you would handle pressure distributed by employers. Give answer that is objective and fair.

TELL ME WHY I SHOULD HIRE YOU?

Otherwise, "What can you do for me?" List all your skills and how they not only relate, but will contribute to the company.

WHAT KIND OF PEOPLE RUB YOU THE WRONG WAY?

Be careful with this question. Don't elaborate. Say something like, "People who loudly claim they are going to do something, then they fail to produce" or "people that believe that there is only one way to complete a task."

GIVE ME AN EXAMPLE OF THE TIME WHEN_____.

This is a behavioral question. The interviewer wants to know how you handle certain situations in the workplace by looking at previous behavior. Explain a situation, how you handled it, and what the result was. Try to pick a situation that is job related.

WHAT WAS THE LAST BOOK YOU READ? WHO WAS THE AUTHOR?

These "brainteaser" questions are becoming more popular with interviews. They want to see how you handle yourself when caught off guard and in some cases, how you analyze certain situations and solve them.

WHAT KIND OF SALARY ARE YOU LOOKING FOR?

Research a fair rate for the position before the interview. Never quote a figure, and if you have to, quote a salary range. A good answer would be, "Even though I have no set salary range, my expectations are in the ___to___ range."

DO YOU HAVE ANY QUESTIONS FOR ME?

Always have questions prepare for the interviewer. Write them down.