

12 QUESTIONS AND ANSWERS FOR A SUCCESSFUL INTERVIEW

1. What can you tell me about yourself?

This is usually the first question an interviewer will ask. Prepare to answer in about 90 seconds. Avoid speaking about your personal situation, such as family and marital status.

2. Why do you want to work here?

Do your homework on your prospective employer. Be prepared to tell the interviewer what you have learned about the company. Do not mention that you hear they have great benefits or your best friend works there. Those may be important to you, but not the interviewer. Tell what you do for the company.

3. What training and experience have prepared you for this job?

Your response to this question shall be the **proof of your experience** that is written in your resume. When asked what training and experience you have had, give specific examples of work or projects.

4. What are your weaknesses? What are your strengths?

When asked about weaknesses, be prepared to talk briefly about **ONE** of your work-related weaknesses, but not an essential skill. Explain how you have conquered the weakness and turned it into a strength. The best way to respond is to describe the skills and experience that directly correlate with the job you are applying for.

5. What can you bring to this company?

The interviewer wants to know what sets you apart from others being interviewed. It is important to focus on **YOUR** skills and abilities that you can bring to the position. Appearing cocky over-confident is negative.

6. What do you plan to be doing in five years from now?

This question is often asked to see if you have **goals for the future**. Do not say that in 5 or 10 years you want to be president of your own company. Saying that you want to own your own company someday means that they are training you to leave and become a competitor. Do give general information about future career goals.

7. How well do you work with other people?

The interviewer wants to know if you are a team player and can get along well with different types of people. Keep any unpleasant encounters you have had with co-workers to yourself. Instead, focus on the positive team experiences, giving examples where you can.

8. How well do you work under pressure?

Many jobs require that you handle multiple tasks. If you can handle deadline-stress, you may want to pursue the position. However, if deadlines **cause you a great deal of stress**, you may want to reconsider whether or not you really want the job. If you dislike deadlines, but still want the job, then **DO** give an example of how well you worked under pressure.

9. What are your hobbies?

This question is designed to find out **how well-rounded** you are; that is, your interests other than work. Saying something like “computers are my life!” is the incorrect approach. Yes, the interviewer wants to know that you love your work, but also that you can relate to others in the company because of your other interest.

10. Why are you leaving your present job?

This is one more opportunity to sell your skills and abilities to the interviewer. Tell only the positive points about yourself and why you are leaving.

11. Why should I hire you?

This question is sometimes the first question that is asked in an interview. This is your opportunity to make the interviewer **want to hire YOU**. Do not say you are the best-qualified candidate for the job. You actually won't know about the qualifications of the other applicants. Instead, emphasize your skills, motivation and enthusiasm.

12. Asking good questions is an important part of the interview. This presents another way to sell yourself. Ask what their expectations are for someone in this position over the next few months. You might ask about special projects they expect to have. If the job is sales-related, ask about sales projections for someone new to the position.