

INTERVIEW QUESTIONS: MOST COMMON

Questions	Answer
Tell me about yourself.	The best answer is one that is well thought out, positive, and can be backed up with examples. There is absolutely no reason not to ace this question. It is the one question you know you will be asked. Be prepared with a solid answer that is short and simple. The only thing worse than stammering uncertainties is rambling without making a point. List your top selling points and condense them into a sentence or two. Skip words like loyal and hardworking for now. Write it out, and practice it in front of a mirror, with a friend, and on the drive to the interview. This is your first impression. Make it a good one.
Are you the best person for this job? Why? Or Why should we hire you?	Here the answer is always yes. Definitely. Absolutely. Don't begin your answer with "I think so." Show confidence and back it up with a reason. "I do. I believe I have the skills and experience necessary to this position and I'm willing to work hard and learn everything I can to succeed within your company."
What can you do for this company?	Explain how your skill set relates to the needs of the company. If you're interviewing to work in customer relations, explain how you are a people person and that personality makes helping customers effective and pleasant.
What was your biggest accomplishment?	This is an opportunity to brag about an accomplishment. Do this right and you'll make a solid impression on your potential employer. Try to relate your experience to the position you are trying to get. If you're interviewing for a sales position, describe a difficult but successful sale you made and how you did it.
Pick a job experience from your resume and tell me about it? Tell me about job X on your resume?	Be prepared to talk about everything on your resume. Make sure to describe what you did, problem or solution you provided and results.
How will you compensate for your lack of experience in this field?	Everyone starts somewhere. You may not have the experience they're looking for but you have other great qualities. Now is the time to speak up about them. For example: I may not have worked in this field for very long but I am smart and I'm willing to work hard and learn everything I can. I believe that I would be a real asset to your company.

INTERVIEW QUESTIONS: MOST COMMON 2



Questions	Answer
Why do you want to work here?	Again, if you've done your homework, you'll be more than ready for this one. Mention some of the things this company has done and how that has inspired you. You chose this job for a reason. Chances are, it isn't just a paycheck you're looking for. Explain what drew you to the company in question and why you feel it is a good match for your skills.
What interests you most about this job?	There is no copy and paste answer for this one. You need to be honest. Choose one of the things you mentioned when asked why you want to work here and elaborate on it. Give an example or share a story. Be honest and enthusiastic and you'll be well on your way to making a good impression. You need to do your research on the role.
What do you know about this company?	If you've done any research at all prior to walking into the interview, this question should be a piece of cake. Many people apply for jobs and companies they know little to nothing about. Doing your homework will put you a step about them from the start. Share what you know and explain why that knowledge only builds your enthusiasm for working with the company. You'll be well on your way to making a great impression.
Are you willing to work overtime? Nights? Weekends?	Yes. I will do what is needed to get the project or job done and contribute to the team I'm working with.
Explain how you would be an asset to this organization?	It gives you a chance to highlight your best points as they relate to the position being discussed. Also emphasize your team player skills.

INTERVIEW QUESTIONS: MOST COMMON 3

Questions	Answer
How would you describe yourself?	While most questions don't warrant a list of traits, this is one time, that is okay. Words like people person, determined, loyal, hardworking, creative, and fast learner are not only allowed, they're actually what the interviewer is looking for. Choose the ones that relate best to you, but be ready to back them up with solid examples if they ask for an explanation.
How would you describe your work style?	The employer expects a certain answer. Even if you consider yourself "productively messy" or a "disorganized genius," it is not the answer you want to give. Tell them you are focused, steady, and organized and that you always get projects finished within the deadline.
Do you prefer to work alone or on a team?	Even the most independent position will require you to work with others. The best answer is one that is flexible. "I work well in both situations. I can work alone but also well with a team."
Give an example of a time when you worked well with a team.	Everyone has an example of this, whether it was on the high school band or as a cook in a kitchen full of employees. Describe the situation and how it worked in a positive light.
Why would your friends or co-workers say about you?	Example: "My friends know me better than anyone. They would tell you that I am honest, hard-working, dependable, and helpful. These qualities they value in me and are some of the qualities that make a valuable employee."
What do you believe is your greatest strength?	Like the greatest accomplishment question, this is an opportunity to show off. Keep your answer short and simple. If you have a specific skill that would be extremely helpful in this position, make sure to mention it.
What is your greatest weakness?	Be careful with this one. It's a bit of a trap. Don't talk about the thing you struggle with the most. Instead, talk about a weakness you have overcome. "I used to have difficulty meeting deadlines until I developed my time management skills. I have found that keeping a day planner really helps me to stay organized, and I no longer have a problem meeting deadlines."
How do you evaluate success?	Example: "There are different types of success. I am successful with (hobby or interest) when I (accomplish something related to it). I am successful at work when I meet or exceed the goals my supervisor and company have set for me."

INTERVIEW QUESTIONS: MOST COMMON 4

Questions	Answer
What are you passionate about?	The interviewer is trying to get an idea of who you are as a person. Everyone has interests, hobbies and talents. Talking about them makes you more memorable. Talk about your interest in painting or the novel you write in your spare time. Don't be afraid to show a little enthusiasm. Just make sure that your hobby isn't one that will interfere with your work. If your biggest interest is backpacking through Europe for months on end, it's probably best to leave that one out.
Describe a difficult situation and how you handled it.	This is one of the top ten questions asked in interviews. It's a personal question that only you can answer for yourself. Think of a time when you dealt with a difficult customer, project, or work situation and describe how your skills (organized, hardworking, personable, and patient) helped you to overcome it.
How do you handle stress or pressure?	This is one of the best opportunities to show that you can turn a negative into a positive. "I take stress or pressure as a challenge. Instead of getting nervous or worried, I let the stress motivate me to do the best job I possibly can."
What are the most difficult decisions to make?	The best way to respond is with an example of a difficult decision you had to make in the past. Talk about the time when you were faced with a difficult decision to make and how you went about making the decision. Try to avoid generalizing the situation as this can take your answer in a negative direction.
What have you learned from your past mistakes?	Make sure you answer this in a positive way. Maybe you misjudged someone because of something they said or did, but later learned that it's better to give people a second chance. Maybe you gave up on something that seemed hopeless only to find that the answer was just around the corner, learning that it's better to be persistent even when things seem tough.
What problems have you encountered at work?	For this question it's much less important that you give the right answer and much more important not to give the wrong one. Don't use this as an excuse to badmouth a previous employer or teammate. Instead, give a specific example of a problem you came across that you managed to solve, whether it was an unhappy customer or a scheduling issue when an employee quit without notice.

INTERVIEW QUESTIONS: MOST COMMON 5



Questions	Answer
How would you describe your best boss?	Beware of comparing your favorite boss to your least favorite boss. If you had a boss that you learned a lot from or who was a positive influence on you, talk about what you learned from working with him or her. Try not to talk about employers who favored you or who buddied up to their employees as this sounds unprofessional.
How would you describe your worst boss?	Careful! It's a trap! Never, ever, badmouth your previous employers or supervisors. This makes you look unprofessional and gives the employer the impression that you will talk just as bad about them when you move on from the company. Instead say that you've never really had a worst boss. You have learned from every boss you've had, even if you simply learned what not to do. If pressed, though pressing you would be extremely unprofessional in itself, simply say that you prefer not to speak ill of previous employers and would give the same consideration to them.
What did you like about your previous job?	The friendly tone of this question may make you forget that it is, like all interview questions, a test. Don't tell your potential employer that your favorite part of your previous job was the Christmas bonus and the free gourmet coffee in the break room, even if it was. Instead, talk about the friendly atmosphere, the ability of the employees to work as a team, and the willingness of your supervisor to listen to your questions, concerns, and ideas.
What did you dislike about your previous job?	Like the worst manager question, this one is a trap. Don't let yourself be fooled into talking bad about your previous employer. In fact, try to be as positive as possible, even when discussing the negative. Good answers for this are a lack of challenge, limited opportunity for advancement and the fact that the previous job didn't allow you to really make use of your particular skill set.

INTERVIEW QUESTIONS: MOST COMMON 6

Questions	Answer
How would you describe your career goals?	You already know this one. Where do you want to go in your career? What do you want to do? Be positive and enthusiastic when describing your plan, but keep it brief. They don't need your life story, just an idea of where you want your career to go. Try to explain how the current job is an integral part of your plan and not just a stepping stone to a better job. If you plan to advance in your field, let them know that you want to do it within the company. No company wants to train an employee for someone else. Show them you're here to stay and you'll have a better chance of landing the job
Where do you want to be in a 3 years? 5 years? 10 years?	Be prepared to talk about your career goals, how you want to contribute to the team, company you are with and have demonstrated success so you are seen as a strong contributor and performer with increasing responsibility
What will you do if you don't get this Job?	The company wants to know whether this is the job you really want or just one name on a list of job opportunities. Stress your interest in the company, but show that you have a back up plan. This shows that you are both enthusiastic and resourceful. It lets them know that as an employee, you won't give up at the first sign of trouble, whether it be with a customer, a client, or a big project. A good answer: I feel this company is the best choice for me but if I don't get this position, I am willing to apply for another. If there is nothing available for me here, I will have to apply with another company, but I really hope that isn't the case."
How long do you expect to stay with this company?	Again, the employer wants to know that their company is more than a stepping stone. Be generous with your answer. If you've thought of joining the military or moving to Europe to teach English to underprivileged kids, it's best to keep it to yourself for now. You can worry about those things if you decide to do them. Instead, tell the employer that you're willing to stay with the company for as long as you can, especially if the company offers advancement within the company based on performance.

INTERVIEW QUESTIONS: MOST COMMON 7

Questions	Answer
Do you have any questions for me?	The answer to this should always be yes. While it's tempting to say, "No thanks," the interviewer is giving you an opportunity to emphasise your interest in the job and the company and you should take it
What location would you prefer to work?	Tell the interviewer your preference and why but also state you are flexible depending on the companies plans
How soon would you be able to start working for our company?	Tell them you are flexible on the start date. If you have backpacking trip to California planned, cancel it if they want to start earlier (except full time jobs they will be more flexible)
Are you applying for other jobs?	They will definitely be expecting you to be applying for other jobs. Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organization. But stating similar companies shows that you are focused in your goals. Don't talk about companies in many different areas or sectors.
What is the last book you read?	Have a list of books ready that would fit with company and/or shows your passion and interest