



BASIC INTERVIEW QUESTIONS

And how to answer them!

Question	Answer
Tell me about yourself.	Say thank you! Give brief background fact(s) about you (a one-sentence headline to create interest). Three top strengths you'll bring to the position – Be Concise & Tailored to the employer/position
Why do you want to leave your current job? (Why did you leave your last job?)	Be careful with this. Avoid negative comments about other employers and making statements like, "I need more money." Instead, make generic statements such as, "It's a career move."
What are your strengths? What are your weaknesses?	Point out your positive attributes and skills related to the job. Everybody has weaknesses! Be Brief - Keep it work related. Avoid saying "I work too hard." It's a common answer. For every weakness, offer a strength that
How would you describe yourself?	Answer with positive, work-oriented adjectives, such as hard-working, honest, diligent, and courteous, plus a brief description/example of why each fits you well.
What do you know about our company? Why do you want to work for us?	Research the company before you interview. Avoid being predictable, like "Because it's a great company." Say why you think it's a great company.
Why should I hire you? What qualifies you for this job?	Discuss your skills, experience, education and other qualifications, especially those that match the job description well. Avoid just rereading your resume. Include any compliments you've received from
What is one of your greatest accomplishments?	Briefly describe 1 - 3 work projects that made you proud or earned you pats on the back, promotions, raises, etc. Focus more on achievement than reward.
What motivates you to work hard?	Of course salary and benefits come to mind. But again, focus more on your achievements and how they have motivated you in the past.
Why do you want this job?	Study the job posting - Say what attracts you to the job. Avoid the obvious - "I need a job."
How do you handle pressure and stress?	Focus on how you like to relax - Exercising, relaxing with a good book, socializing with friends or turning stress into productive energy are more along the lines of the "correct" answers.
Where do you see yourself five years from now?	Explain your career goals that are in line with the job you are interviewing for.
Have you ever been convicted of a crime? If yes, tell me about it.	I made a mistake; it involved drugs, alcohol, etc. I learned a valuable lesson and it is behind me now. I am no longer that person. Whatever you feel comfortable saying but keep it short (2-3 sentences). The more you say the worse it gets.



BEHAVIORAL/EXAMPLE BASED QUESTIONS

You won't be asked all of these, but if you can brainstorm answers to most of them you'll be in great shape!

Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

Give me a specific example of a time when you used good judgment and logic in solving a problem.

Give me an example of a time when you set a goal and were able to meet or achieve it.

Tell me about a time when you had to use your presentation skills to influence someone's opinion.

Give me a specific example of a time when you had to conform to a policy with which you did not agree.

Please discuss an important written document you were required to complete.

Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

Give me an example of a time when you had to make a split-second decision.

What is your typical way of dealing with conflict? Give me an example.

Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

Tell me about a difficult decision you've made in the last year.

Give me an example of a time when something you tried to accomplish and failed.

Give me an example of when you showed initiative and took the lead.

Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.

Give me an example of a time when you motivated others.

Tell me about a time when you delegated a project effectively.

Give me an example of a time when you used your fact-finding skills to solve a problem.

Tell me about a time when you missed an obvious solution to a problem.

Describe a time when you anticipated potential problems and developed preventive measures.

Tell me about a time when you were forced to make an unpopular decision.

Please tell me about a time you had to fire a friend.

Describe a time when you set your sights too high (or too low).