

26 Commonly Asked Questions

Interviewing Handout # 4

To be successful at interviews you will need to fine tune your interviewing skills.

- Before you go to an interview, practice with someone you know
- Be prepared to answer each of the following questions
- Ask them for honest feedback

Education

1. How did your education prepare you for this job?
2. What kind of student were you?
3. What were your favorite courses? Why?
4. What did you do in your spare time? Did you do any volunteer work?

Work Experience

5. Do you work well under pressure?
6. How do you get along with your co-workers?
7. What experience do you have that will offset your lack of education?
8. How did you select your career?
9. Of past positions you have held, which did you like most (or least)? Why?
10. Why did you leave your last job?
11. If we contacted your former supervisor(s) for a reference, what would they say about you?

Personal Effectiveness

12. What are your three greatest strengths?
13. What is your greatest weakness?
14. How would you describe yourself?
15. What adjectives would others use to describe you?
16. Have you ever been fired or asked to resign?
17. Do you have examples of your work that I can see?
18. In your career to date, what would you consider to be your one greatest achievement?

General Questions

19. Tell me about yourself.
20. Would you be willing to travel? If so, how much?
21. Why are you looking to change careers?
22. Why are you interested in working for this company?
23. How do you account for the gaps in your employment history?
24. Where do you see yourself in five years? Ten years?
25. What salary / benefits are you looking for?
26. Why would you be right for this job?