

# COMMON INTERVIEW QUESTIONS

## **1. So, tell me a little about yourself.**

It's probably the most asked question because it sets the stage for the interview and it gets you talking. Be careful not to give the interviewer your life story here. You don't need to explain everything from birth to present day. Relevant facts about education, work ambitions and current life situation are fine.

## **2. Tell me what you know about this company.**

Do your homework before you go to any interview. Even if you are applying for mailroom clerk, you should know about the company or business you're going to work for. Do the background work, it will make you stand out as someone who comes prepared, and is genuinely interested in the company and the job.

## **3. Why do you want to work at X Company?**

This should be directly related to the last question. Any research you've done on the company should have led you to the conclusion that you'd want to work there. Put some thought into this answer before you have your interview, mention your career goals and highlight forward-thinking goals and career plans.

## **4. What relevant experience do you have?**

Hopefully if you're applying for this position you have related experience, and if that's the case you should mention it all. If you do not, mention how your volunteer and extracurricular activities can benefit the position. For example, people skills are people skills and you can talk about how that can support customer service positions.

## **5. How are you when you're working under pressure?**

There are a few ways to answer this but they should all be positive. You may work well under pressure, you may thrive under pressure, and you may actually **prefer** working under pressure. If you say you crumble like a cookie, this is not going to help you get your foot in the door.

## **6. What motivates you to do a good job?**

The answer to this one is not money, even if it is. You should be motivated by recognition for a job well done. You want to become better at your job. You want to help others or be a leader in your field.

## **7. What's your greatest strength?**

You're being asked to explain why you are a great employee, so don't hold back and stay positive. You could be someone who thrives under pressure, a great motivator, an amazing problem solver or someone with extraordinary attention to detail. Keep in mind the interviewer is looking for work-related strengths.

## **8. What's your biggest weakness?**

If you say you don't have one, you're obviously lying. This is a horrible question as it's tough to answer. If you're asked this question, give a small, work-related flaw that you're working hard to improve. Example: "I've been told I occasionally focus on details and miss the bigger picture, so I've been spending time laying out the complete project every day to see my overall progress."

## **9. Are you good at working in a team?**

You'll always answer YES to this one. It's the only answer. How can anyone function inside an organization if they are a loner? You may want to mention what part you like to play in a team though; it's a great chance to explain that you're a natural leader.

## **10. Is there anyone you just could not work with?**

No, you can work with anyone. Otherwise you could be flagged as someone who's picky and difficult if you say, "I can't work with anyone who's a Bronco's fan. Sorry."

**11. So, explain why I should hire you.**

"Because I'm great" or "I really need a job" are not good answers here. This is a time to give the employer a laundry list of your greatest talents that just so happen to match the job description. It's also good to avoid saying negative comments about other potential candidates here. Focus on yourself and your talents, not other people's flaws.

**12. Finally, do you have any questions to ask me?**

One of the most common questions asked in interviews. This directly relates to the research you've done on the company and also gives you a chance to show how eager and prepared you are. A good generic question is "how soon could I start, if I were offered the job of course?" You may also ask what you'd be working on. Specifically, in the role you're applying for and how that affects the rest of the company. Always have questions ready.