

Questions Job Interviewers Frequently Ask

Many employers ask standard questions in an interview. Some of these questions are listed below with ideas on how to answer the questions. An important part of preparing yourself for a successful interview is to practice answering interview questions. Practice with friends or a group of people who can help you think of good answers, tell you honestly how you look and sound as you give your responses, and give you suggestions on improving your interviewing skills.

1. Tell me something about yourself.

Talk about your school and work experiences and accomplishments, not your childhood.

2. Tell me about the work you've been doing.

Talk about your duties and responsibilities.

3. What is your strongest asset? How have you used it?

Ask your friends and family what they think your strengths are.

4. Do you prefer working with others or alone?

"Both. I can work independently and I enjoy working in a group."

5. Are you familiar with the details of the job?

You should have done some research and answer "yes".

6. Why are you interested in the ABC Organization?

Have your answer to this question ready based on your research.

7. Why did you leave your last job?

Keep it positive. Do not talk negatively about your last job.

8. What are your future career plans?

Think about where you want to be in five and then ten years from now.

9. Describe yourself in 3-5 words.

Be positive. Talk about job skills and Employability Essentials for Success skills.

10. Why do you think you might like to work for our company?

Tell two or three positive things about the company.

11. What jobs have you held? How were they obtained? Why did you leave?

Plan this response. Be positive.

12. What do you know about our company?

Check the company's website.

13. What qualifications do you have that make you feel that you will be successful in this job?

Talk about your technical skills and employability skills which are Essentials for Success

14. What are your ideas on salary?

From your research you should know the pay range for the job.

15. Why do you think you would like this particular type of job?

Plan your answer.

16. What kind of boss do you prefer?

Plan an answer that shows you like to work hard for someone who is fair and honest.

17. How did previous employers treat you?

Be positive. Do not talk negatively about previous employers.

18. Do you like routine work?

Say, "I realize it is an important part of many jobs. I don't mind it."

19. Do you prefer regular hours?

Say, "I am flexible. I'll work whatever the job requires."

20. What is your major weakness?

Mention something that you need to work on but is not negative

21. What jobs/classes/assignments have you enjoyed the most? The least? Why?

Plan your answer. Be honest and positive.

22. How often have you been absent from work?

Be honest. Say that you understand the importance of good attendance.

23. What are your special abilities? Give me examples when you have used these abilities.

State two or three. Tell how you use them at school or work.

24. What job in our company do you want to work toward?

Show them that you have high goals.

25. What kind of work interests you?

Say that you are interested in learning about all kinds of work.

26. How about overtime work?

Say, "If extra time is needed to get the job done, I will work it."

27. What have you done which shows initiative and willingness to work?

Think of something related to work, school, civic, or leisure activities.

28. What have you learned from your previous work experience?

Use something from the Employability Essentials for Success list.

29. What are the most important considerations for you in choosing a job?

Say something that will be important to the company

30. What do you see yourself doing five years from now? Ten years from now? What are your long-range goals?

Plan your answer to show that you have goals and will work hard to reach them.

31. Were you ever fired from a job? Did you ever quit a job? Why?

Be honest. If you have been fired, state how you learned a lesson from the experience.

32. Why should I hire you?

Use three or four items from Employability Essentials for Success skills.

33. Could you explain this gap in your work history?

There is no any gap in my work history

Plan your answer. Be honest. Keep it positive.

34. Do you have any questions?

Always have three or four questions prepared to ask. Never leave an interview without asking questions