

# INTERVIEW Q&A

(Tailor your responses to each position you are interviewing for)

**1. Tell me about yourself:** The most often asked question in interviews. You need to have a short statement prepared in your mind (30 second Elevator Speech). Limit it to work-related items unless instructed otherwise. Discuss goals related to the position applying for.

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**2. Why did you leave your last job?** Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the company. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking reasons, when possible.

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**3. What do you know about this organization?** This question is one reason to do some research on the organization prior the interview. When the organization was established, what they do, current issues/goals, etc-often found on website homepage.

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**4. What is your understanding of this position?** Read the job description thoroughly and relay the most important aspects.

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**5. What experience do you have in this field?** Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

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**6. Do you consider yourself successful/why?** You should always confidently answer ‘yes’ and briefly explain why. Good responses could include discussing personal/professional successes and goals that you have set, met and are currently working on.

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**7. What would your co-workers say about you?** Use descriptive words such as: hardworking, dependable, creative, strong leaderships skills, good follow through, team player, etc. Then give a brief explanation.

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**8. What have you done to improve your knowledge in the last year?** Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement.

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**9. Why do you want to work for this organization?** Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

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**12. Give us an example of how you are a team player:** Specifics that show you often perform for the good of the team rather than for yourself are good evidence of your team attitude. Do not brag, just say it in a matter-of-fact tone. This is a key point.

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**13. What are your long term employment goals?**

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**14. How long would you expect to work for us if hired?** Specifics here are not good. Something like this should work: I'd like it to be for a long period. Or: As long as we both feel I'm doing a good job.

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**16. What is your philosophy towards work?** Short and positive, showing a clear benefit to the organization.

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**17. Have you ever been asked to leave a position?** If you have, be honest, brief and avoid saying negative things about the people or organization involved. Discuss what you learned from the experience, regardless of the circumstance.

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**18. What are your three greatest strengths?** Ability to prioritize, problem-solving skills, ability to work under pressure, ability to focus on projects, professional expertise, leadership skills, positive attitude. Select strengths that would be directly related to the position applying for.

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**19. What is your greatest weaknesses?** Give a small, work-related flaw that you’re working to improve. Example: “I get busy with working on several projects at a time, so I now prioritize my daily tasks so I stay on track”.

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**21. Why should we hire you?** Point out how your assets meet what the organization needs.

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**22. Tell me about a suggestion you have made.** Have a good one ready. Be sure and use a suggestion that was accepted and was then one that was considered successful.

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**23. What can bother you about a co-worker?** Someone who is not dependable, reliable, lacks a strong work ethic, etc. A short statement that you seem to get along with folks is great.

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**26. What would your previous supervisor say are your strongest points?** There are numerous good possibilities: loyalty, energy, positive attitude, leadership, team player, expertise, initiative, patience, hard work, creativity, problem solver

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**27. Tell me about a problem you had with a supervisor and how it was resolved.** Briefly state the challenge and spend most of the time talking about how you participated in resolving the issue.

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**28. Tell me about a problem you had with a co-worker and how it was resolved.**

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**29. Tell me about a problem you had with a customer and how it was resolved.**

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**30. What has disappointed you about a job?** Safe areas are few but can include: not enough of a challenge, limited opportunity for advancement, laid off in a reduction, lack of responsibilities, etc.

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**31. Tell me about your ability to work under pressure.** You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

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**32. What motivates you to do your best on the job?**

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**33. What qualities do you like in a supervisor?** Be generic and positive. Safe qualities are knowledgeable, open communication, clear expectations, a sense of humor, etc.

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**34. What type of work environments do you prefer to work in?** Busy, fast-paced, quiet, on a team, alone, etc.

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**38. Describe one of your biggest mistakes on the job and how you handled it?** Make it a small, well intentioned mistake with a positive lesson learned.

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**39. Why would you be the best candidate for this position?**

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**Sample Questions for You to Ask an Interviewer at the end on the interview**

- What would a typical day in this position look like?
- What are the specific expectations of this position?
- What have past employees done to succeed in this position?
- What have you enjoyed most about working here?
- What are some challenges that will face the person filling this position?
- What’s the most important thing I can accomplish in the first 60 days?
- Specific training for this position?
- Are there opportunities for professional development within and beyond the company itself?
- What are the opportunities for advancement?

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