

## Potential Interview Questions

Can you tell me something about yourself?

This is the ice breaker. This is a great opportunity to sell yourself. State three (3) or four, (4) sentences about yourself.

What would you say are the most important qualities of a good employee?

Before you answer think about the question. If you need more time repeat the question, then give your answer. Many of the qualities are the same qualities you look for in your friends.

Do you have any of the qualities you just mentioned? If so what are they?

Always give examples when you answer the questions. Example: *I am dependable because my sister knows she can depend on me to baby sit.*

What have you accomplished that gives you the greatest satisfaction?

Here is an excellent opportunity to give the interviewer an example of a job well done. If you consistently meet deadlines or objectives this would be the time to share this information.

Why should I hire you?

Be confident in your skills and in yourself. Think about the skills you listed on your resume. Be extremely positive. Tell the interviewer what they want to hear.

Describe a situation in which you were successful.

Include the action words in your answers. Emphasize the strengths you have on your resume.

What are the job possibilities for your chosen career path?

Refer to your Career Cruising portfolio assessment to help you with this question. Be prepared review before any and all interviews.

### What are your strengths?

Reinforce what you have on your resume. Give examples for each strength.

### Define success/failure.

It's time to pull out the dictionary. Always remember that at times we would never change or start over if we didn't have a reason. *Failure could mean a chance for a new beginning.*

### What are your weaknesses?

Take a weakness and turn it into strength. Example: *When I'm doing a project many of my friends finish before me. I may be a little slow but. I do it right the first time. In the long run this saves the company money because my projects do not have to be done over.*

### How would you describe yourself as a co-worker?

Are you a team player? Do you like working with other people? Are you dependable?

Do your friends count on you? These questions will help with your answer to this question.

### Why do you want this job?

Identify the company's strength and use it to your advantage. Is it a good restaurant or retail store? Do research the business, how long have they been in business? What is their best selling product? Example: *I've been a customer for the past year and I have to say your store has the largest selection of videos in the area and the best customer service. I would like to be a member of such a well run organization.*

### Why are you leaving your present job (or why did you leave your last job)?

Be honest, most interviewers will be able to verify the information you give. If there were problems on your last job, decide on a brief explanation before the interview. Never speak negatively about past

employers or co-workers; this gives the interviewer a bad impression of you. It also makes them wonder if in the future you might do the same thing to them.

What are your salary/wage expectations?

Never discuss your salary needs before you are offered the job. If the interviewer asks you about the minimum salary you will accept, don't give an answer. You will either be too high or too low. Example: *I don't have an amount in mind. I'm willing to accept what your company normally pays for this position.*

Where do you see yourself in five years?

Exhibit ambition and confidence in your abilities, but be careful not to overstate your career objectives. This is a good time to mention your plans for college.

How would you describe your ideal job?

This is an opportunity to reveal your leadership qualities. In your career assessment you identified your likes and dislikes.

What can you offer us?

If you were to start over, what would you change about your education?

Do your grades accurately reflect your ability? Why or why not?

Are you working while attending to school?

Have you ever quit a job? Why?

Have you ever done any volunteer work? What kind?

Do you prefer to work under supervision or on your own?

Are you able to work under supervision or on your own?

Are you able to work on several assignments at once?

Do you have any questions for me about the job or company?

You must always ask questions. Never leave interviews with the interviewer thinking you are not interested enough to have questions. This is an ideal time to show your interest and enthusiasm about the job.

## **Potential Questions for (you to ask) your Interviewer**

*Why did this position become available?*

*Who would be my supervisor?*

*Can you tell me more about the duties of the position?*

*How many people will I be working with?*

*When will I be notified of your decision?*

*Do you support continuing education?*

*Is there a chance for advancement within your company?*

*Can you describe a typical workday and the things I would be doing?*

*How would I be trained?*

*How would I get feedback on my job performance, if hired?*

*What do you look for in an employee?*

*What are the work hours and schedule for the position?*

*Are there opportunities for advancement?*