

COMMON QUESTIONS GUIDE

ABOUT YOU

Q: What is your greatest weakness?

A: Choose a skill that is not essential to the job. Discuss the steps you're taking to overcome that barrier.

Q: I have interviewed people with similar skills. What makes you unique?

A: Focus on a single skill or trait that makes you exceptional. Relate it to the job description.

Q: What are your long-term career goals? Where do you see yourself in x years?

A: Companies invest thousands of dollars recruiting and training new employees. They want to know that your future includes them.

Q: You seem over/under qualified...

A: Over qualified – reassure them that this is a good fit for you. Under qualified – Sell your enthusiasm, ability to learn quickly, work ethic and loyalty.

Q: What is your most important accomplishment?

A: Explain a situation in your previous job. Mention certificates/degrees/promotions.

BEHAVIOR ON THE JOB

Q: How do you respond to criticism?

A: Be honest! If you respond well to constructive criticism, say so. Talk about how you learn from it and grow as an employee.

Q: How do you feel about working weekends and overtime?

A: It's okay to set boundaries. Say you are open to it with reasonable notice.

Q: Can you handle pressure and stress?

A: Explain how pressure can be a positive motivator. Give an example of a specific situation.

Q: How do you operate as a team player?

A: Talk about the importance of all roles on a team. Discuss your contributions to a recent team effort.

UNCOMFORTABLE QUESTIONS

Q: Why are you leaving your current/previous job?

A: Speak positively about previous employers. You can state that you are looking for opportunities to utilize new skills.

Q: What kind of salary are you looking for?

A: Turn the question around ask what a standard salary would be for someone with your qualifications. Do your research and know the going rate ahead of time.

Q: Why were you fired? Or have you ever been convicted of a crime?

A: Be honest about the situation, and explain the changes and ways you've learned from the mistake.