

Always Be Prepared To Answer the Following Questions When You Are Being Interviewed

1-What can tell me about yourself?

This is usually the first question an interviewer will ask. Prepare to answer in about 90 seconds. Avoid speaking about your personal situation, such as family or marital status.

2-Why do you want to work here?

Do your homework on your prospective employer. Be prepared to tell the interviewer what you have learned about the company. Do not mention that you hear they have great benefits or your best friend works there. Those may be important to you, but not to the interviewer. Tell what you can do for the company.

3-What training and experience have prepared you for this job?

Your response to this question shall be the proof of your experience that is written on your resume. When asked what training and experience you have had, give specific examples of work or projects.

4-What are your weaknesses? What are your strengths?

When asked about weaknesses, be prepared to talk briefly about ONE of your work-related weaknesses. It is more important to build positively on your strengths.

5-What can you bring to this company?

The interviewer wants to know what sets you apart from others being interviewed. It is important to focus on YOUR skills and abilities that you can bring to the position. Appearing cocky or over-confident is negative.

6-What do you plan to be doing five years from now?

This question is often asked to see if you have goals for the future. Do not say that in 5 to 10 years you want to be president of your own company. Saying that you want to own your company someday means that they are training you to leave and become a competitor. Do give general information about future career goals.

7-How well do you work with other people?

The interviewer wants to know if you are a team player and can get along well with different types of people. ~~Keep any unpleasant encounters you have had with co-workers to yourself.~~ Instead, focus on the positive team experiences, giving examples where you can.

8-How well do you work under pressure?

Many jobs require that you handle multiple tasks. If you can handle deadline stress, you may want to pursue the position. However, if deadlines cause you a great deal of stress, you may want to reconsider whether or not you really want the job. If you dislike deadlines, but still want the job, then DO give an example of how well you worked under pressure.