



I'm not a robot



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## Traditional Job Interview Questions

It is best to prepare answers to these questions, but don't memorize your answers so that you come off sounding like a robot. In other words, be prepared for these questions and have an outline or script ready, but don't worry about remembering your answers word-for-word. Here is a list of sample interview questions job-seekers can expect for more traditional interviews:

- How would you describe yourself?
- Why did you leave your last job?
- What are your long range and short range goals and objectives?
- What specific goals other than those related to your occupation?
- What do you see yourself doing five years from now? Ten years from now?
- What are your strengths?
- What are your weaknesses?
- What are your long range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect from your career?
- Can you explain your greatest achievement?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What are your greatest strengths and weaknesses?
- How would a good friend describe you?
- Describe the best job you've ever had.
- Describe the best supervisor you've ever had.
- What makes you a good boss?
- What motivates you to go the extra mile on a project or job?
- Why should I hire you?
- What makes you qualified for this position?
- Do you have any hobbies? What do you do in your spare time?
- Have you ever been fired or forced to resign?
- What qualities does a good manager possess?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Describe the workload in your current (or most recent) job.
- What is the most important book you've read?
- Describe the relationship that should exist between the supervisor and those reporting to him or her?
- What two or three accomplishments have given you the most satisfaction? Why?

## Here Are Some Examples of QUESTIONS INTERVIEWERS WILL ASK YOU:

- Why are you currently looking for a new opportunity?
- What would your old boss say about you?
- Describe a time when you've had to use your presentation skills to influence someone's opinion.
- Tell me about a time when you've had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you've used persuasion to convince someone to see things your way.
- How do you deal with conflict? Give me an example.
- Tell me about a time when you've made a customer really happy. What was his or her name?
- What's your leadership style?
- What's your greatest strength?
- How do you motivate others?
- Tell me about a time when you've failed?
- How do you stay organized?

## Sample Interview Questions For Kids

- Do you ever talk to our animals or plants? What have you been talking to them about recently?
- What are two things that made you laugh recently?
- [For someone older than the interviewer] What are some of your memories from when you were my age?
- [For the child's adult] Why did you name me what you named me?
- What is the bravest thing you've ever done?
- What is the most adventurous thing you have ever done in nature?
- Describe your style and how it communicates who you are.
- Have you ever stayed up past your bedtime reading under your covers? [If yes] What were you reading? [If yes] Why did you like that book so much?
- If you could be a superhero, what kinds of powers would you have?
- Have you ever stayed up all night long? [If yes] What were you doing?

## What are Common Interview Questions & Answers?

The following questions are commonly asked by employers during the job interview process. You could be asked any of these questions during a telephone interview or an in-person interview. In order to be well prepared, be sure to become familiar with each question, why employer ask that particular question, and how to answer the question.

### Q Tell me about yourself.

The employee is interested in knowing about your past work experience, related education or training, and/or strengths related to the position. The employee is not asking you to talk about your personal life.

### A Sample Answer

"I have over 10 years' experience on ABC Company. Some of my responsibilities have included completing financial reports, organizing schedules and meeting with board members. My strengths include my organizational abilities, excellent communication skills, team work and I believe am a challenge-oriented person with strong problem-solving skills."

### Q Why do you want to work here?

The employer wants to know that you have thought about where you want to work. Show that you have research the company and are convinced the company is a great fit for you.

### A Sample Answer

"Based on the research I've completed, this company is an industry leader with strong potential for the future. I also understand that the company has about 100 employees and I enjoy working in a place where I can get to know people on a first name basis. For these reasons, I would be excited about an opportunity to work here."

### Q Why did you leave your last job?

The employee wants to know if you left for better or worse (bad off from your last job). It is important to stay positive regardless of how you left. Do not say anything negative about your past employer and be sure to talk about what you learned while working there.

### A Sample Answer

"After four years with XYZ Company, I got laid off from the staff, and responsibilities passed to from me. I am now looking for a growth opportunity where I can take on even responsibility and add value to my company."

### Q If you were laid off

"Unfortunatly after several rounds of lay-offs in my last company, my job was eliminated and I was laid off. I already applied to have these benefits and was able to receive severance pay."

### A If you were fired

"Sorry for previous mistake but it has given me an opportunity to explore jobs that better suit my skills and interests. I am confident that this position with your organization will benefit both of us."

## ***Sample Interview Questions***

## **Telephone Interview Questions**

1. In your career, what have you done that you are the most proud of?
  2. What are the specific skill sets that you would bring to this job?
  3. What do you think is the biggest challenge facing \_\_\_\_\_ today?
  4. What must an organization provide in order for you to do your best?
  5. If you could change one thing in your last job (or present job), what would it be?
  6. If I were to speak to your co-workers, what would they say about you?
  7. Why should I consider you for this position?

## **Face-to-face interview questions**

1. Describe how you first became interested in \_\_\_\_\_ (whatever field of work).
  2. Give me an example of some goals you've had and how you achieved them.
  3. Tell me about one of the toughest groups with which you've had to work. What made the group tough? What did you do?
  4. What are the biggest decisions you've made in the past year on the job? Tell me how you made them.
  5. Give me an example of a time you disagreed with a directive given by your supervisor. What happened?
  6. What gives you greatest joy in your work and why?
  7. Describe a risk you took in a job. What was the result?
  8. Tell me about a time in which your work was criticized. What happened? How did you respond?
  9. What has been your greatest frustration or disappointment in your present job? Why?
  10. What approaches do you use in talking with people who have very different personalities or work styles than your own?
  11. What makes you angry in the workplace?
  12. How would you set priorities for this position? How would you spend your first six months?
  13. What do you expect from ACU as your employer?

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