

SOME QUESTIONS EMPLOYERS MAY ASK

- What do you know about this company?
- What jobs have you held?
- What did you learn from your previous job (jobs)?
- What have you learned in school to prepare you for this job?
- What's your favorite subject in school? Why?
- What kind of work really interests you?
- What would you like to be doing in the next 5 years?
- What is your greatest accomplishment?
- What are your strengths? Weaknesses?
- If I asked your former employer or teacher to tell me about you, what would he/she say?
- Describe yourself in 3 words.
- How does your current experience prepare you for this position?
- Tell me about a situation where you had to work with a team. What strengths do you bring to the team?
- What sort of person do you enjoy working with the most? The least?
- Have you ever disagreed with a supervisor or teacher? What about, and how was it resolved?
- Have you ever been criticized about a job you did? Tell me about that.
- How do you react when you feel irritated or angry at something that a co-worker or manager says or does?
- Have you ever had to go above and beyond the call of duty? Tell me about it.
- What do you do when things are slow at work?
- How do you deal with dishonesty?
- Tell me about a time when you went about a task in your own way rather than following instructions. What happened?

CATEGORIES OF ACCEPTABLE QUESTIONS

Career Goals

The purpose of these questions is to determine what you say you want and how much you want it. Do you have a career direction, or would you accept any job offered? Why do you want the job you're interviewing for?

Education

Education might not play a large role in the interview process, but the interviewer might learn something about you by examining extra-curricular activities as well as academics.

Work Experience

The interviewer wants to know how your previous experience (paid or volunteer) relates to the position you're applying for. What made you stand out in previous jobs? Why did you leave your past jobs? If you've had many jobs for short periods of time, the interviewer might try to find out why you didn't stay with a job for very long.

Skills and Aptitudes Relating to the Job

The interviewer wants to know what skills you'll contribute to the job and the company. An interviewer might ask you to read aloud during the interview. This will demonstrate your ability to read and understand, and will also show your confidence.

Attitudes/Personality Traits

The interviewer wants to know that you'll get along with others and "fit" in the company. What management styles do you respond to? How do you respond to conflicts with co-workers, management, and customers?

The interview is your opportunity to talk about yourself, but don't be overbearing. Be honest, and don't be shy about saying you haven't had experience in an area. It's okay to talk about unpaid experience as well as family experiences if they relate to the question.

"Blow your own horn. No one else knows you as well as you."

SOME QUESTIONS YOU MIGHT ASK THE INTERVIEWER

During the interview, if you don't understand a question, ask the interviewer to explain. Also, at the end of the interview, the employer might ask if you have any questions for him/her. You should ask a minimum of two questions. Examples are:

- What is the next step in the hiring process?
- Is this a newly-created position, or would I replace someone who left the position?
- Please describe a typical work day in this position.
- Which duties in this position would be considered the most important?
- Is there opportunity for advancement?
- Will I receive on-the-job training?

DO NOT ASK during the interview questions concerning:

- Vacation days
- Lunch breaks
- Political or religious affiliations (unless you're applying with a political or religious organization)
- Personal questions about the interviewer or specific employees on the company