

JOB INTERVIEW

First Job

1. How has your education prepared you for this position?
2. Which courses that you took will contribute the most to your effective performance in this job?
3. What was the single most important lesson that you have learned in school?
4. What do you like the most about the career that you're seeking?
5. What do you like the least about the career that you're seeking?
6. Why did you choose the college that you attended?
7. Tell us about your extra-curricular activities in school?
8. How will your degree help you succeed in the job that you are interviewing for?
9. If we were to ask your professors what single quality that you possess is the most outstanding, what would they say?

Resume

1. Take us through your resume.
2. What are you most proud of on your resume?

1. Tell me about yourself.

So as you answer this question, talk about what you've done to prepare yourself to be the very best candidate for the position. Use an example or two to back it up. Then ask if they would like more details. If they do, keep giving them example after example of your background and experience.

2. Why should I hire you?

The easy answer is that you are the best person for the job. And don't be afraid to say so. But then back it up with what specifically differentiates you.

For example: "You should hire me because I'm the best person for the job. I realize that there are likely other candidates who also have the ability to do this job. Yet I bring an additional quality that makes me the best person for the job-- For example . . ."

3. What is your long-range objective?

For example: "Within five years, I would like to become the very best accountant your company has on staff. I want to work toward becoming the expert that others rely upon. And in doing so, I feel I'll be fully prepared to take on any greater responsibilities which might be presented in the long term. For example, here is what I'm presently doing to prepare myself . . ."

4. How has your education prepared you for your career?

An example: "My education has focused on not only the learning the fundamentals, but also on the practical application of the information learned within those classes. For example, . . ."

5. Are you a team player?

A sample answer: “Yes, I’m very much a team player. In fact, I’ve had opportunities in my work, school and athletics to develop my skills as a team player. For example, on a recent project . . .”

6. Have you ever had a conflict with a boss or professor? How was it resolved?

For example: “Yes, I have had conflicts in the past. Never major ones, but there have been disagreements that needed to be resolved. I've found that when conflict occurs, it helps to fully understand the other person’s perspective, so I take time to listen to their point of view, then I seek to work out a collaborative solution. For example . . .”

7. What is your greatest weakness?

Most career books tell you to select a strength and present it as a weakness. Such as: “I work too much. I just work and work and work.” Wrong. First of all, using a strength and presenting it as a weakness is deceiving. Second, it misses the point of the question.

You should select a weakness that you have been actively working to overcome. For example: “I have had trouble in the past with planning and prioritization. However, I’m now taking steps to correct this. I just started using a pocket planner . . .” then show them your planner and how you are using it.

8. If I were to ask your professors to describe you, what would they say?

“I believe she would say I'm a very energetic person, that I'm results oriented and one of the best people she has ever worked with. Actually, I know she would say that, because those are her very words. May I show you her letter of recommendation?”

9. What qualities do you feel a successful manager should have?

Here is a sample of how to respond: “The key quality in a successful manager should be leadership--the ability to be the visionary for the people who are working under them. The person who can set the course and direction for subordinates.

10. "Why would you like to work for me?"

-I've been aware of your reputation for some time. You're regarded as an innovator within the industry and beyond. I appreciate that your team's success is due to a number of factors, not least of which is hard work. I'm an excellent team player, I'm a very good problem solver, and I work hard to get the job done. For these reasons, I'm confident I'd be an asset to your group. I hope that my experience shows I'm suitably qualified to fulfill the position.

11. "What are your weaknesses? How do you overcome them?"

I'm always ready to learn new skills and adapt my methods to become better at what I do. If I become aware of a weakness in my knowledge base or in the way I perform my duties, I do my best to fill that gap whether through formal training, informal training, or directly from my colleagues.

12. "What kind of salary are you seeking?"

Answer 1: I would expect a salary which reflects the experience and qualifications that I bring to the role. What range do you have in mind?

Answer 2: I've got a strong background in this industry and my skills are a perfect match for this role. I would expect my compensation to be at the upper end of the position's salary band. Can you tell me what that salary band is?

Answer 3: Based on the information I have about the position, a salary in the range 28,000-32,000 would reflect the experience and expertise that I would bring to the role.

13. How long have you been looking for a job?

I have just begun my search in the last few weeks. I have a definite goal in mind and have been selective about the positions I consider. Your company and this position are of great interest to me."

14. What is your salary expectation for this job?

"I'll need more information about the job and the responsibilities involved before we can begin to discuss salary. Can you give me an idea of the range budgeted for this position?"

15. How do you keep current and informed about your job and the industries that you have worked in?

"I pride myself on my ability to stay on top of what is happening in my industry. I do a lot of reading - the business section of the newspapers and magazines. I belong to a couple of professional organizations and network with colleagues at the meetings. I take classes and seminars whenever they are of interest, or offer new information or technology."

16. We expect managers to work more than 8 hours a day. Do you have a problem with that?

"I have no problem working long hours. I have worked 12 or 14 hour days. What I have found works for me is to work smarter, not necessarily longer. My goal is to get the job done, whatever that takes, in the most efficient manner."

17. Why do you want this job?

"I've been very careful about the companies where I have applied. When I saw the ad for this position, I knew I found what I was looking for. What I can bring to this job is my seven years of experience, and knowledge of the industry. That, along with my flexibility and organizational skills, makes me a perfect match for this position. I see some challenges ahead of me here, and that's what I thrive on. I have what you need, and you have what I want."

18. We are ready to make an offer. Are you ready to accept today?

"Based on my research and the information I have gathered during the interview process, I feel I am in a position to consider an offer. I do, however, have a personal policy that I give myself at least 24 hours to make major life decisions. I could let you know by tomorrow.