

Interview Questions

These are typical questions that may be asked in an interview

Tell me about yourself?

This is usually the first question asked in an interview. You need to have a short statement prepared. Keep your answer to a minute or two at the most. Be careful that it does not sound rehearsed. You can address your professional goals, background, education, and relevant activities.

General Questions

- What is your greatest strength?
- What serves as motivation for you?
- Describe your work ethic.
- What would a previous employer say about you? What would they recommend for improvement?

Emphasize how you can benefit the organization. Highlight things that best demonstrate your qualifications and abilities. Talk about your record of getting things done, and mention specifics from your resume or list of career accomplishments, but be sure to answer the second part of the question and mention what skills you have begun to improve upon.

Behavioral Questions

- Tell me about a situation when you demonstrated your ability to work under pressure, how did you determine which activities should have top priority?
- Tell me about a time when you experienced failure.
- What are your key goals this year and what have you done to go about accomplishing them?
- Tell me about a time when you went above and beyond the call of duty in order to get a job done.
- Tell me about a project you initiated.

Use the STAR technique here- Situation, Task, Action, Result. Pick a specific incident. Only spend a few seconds to describe the situation and task. Concentrate on the actions you took, these will demonstrate your skills, such as your problem solving techniques.

Previous Experience Questions

- Name two management skills that you have.
- How has your college or work experience prepared you for your career?

You should know how your management style will complement the company's style. Mention your abilities to set priorities, identify problems, and solve them.

Knowledge of the Field Questions

- Why did you choose your major?
- What experience do you have in this field?
- What skills do you think are significant in this field?

Talk about specific interests and skills that relate to the position you are applying for. If you do not have previous experience, describe your relevant activities. Point out how your assets meet what the organization needs.

Company Specific Questions

- What do you know about the company?
- Why do you want to work for this organization?
- Explain how you would be an asset to this organization.
- Why should we hire you?
- Where do you see yourself in five years?

Let your answers show that you have taken the time to do some research. Read their mission statement and also get a feel for the culture. You should be able to discuss products or services, revenues, reputation, image, goals, training or philosophy. Show a fit for the company. Have you planned long term and short term goals? Stress that you are ambitious, but realistic. Let them know that you plan to develop professionally within the company and work to energetically obtain a promotion.

Negative Questions

- Describe a time you did not meet a deadline or goal.
- What is your biggest weakness?

Give a small, well-intentioned mistake with a positive lesson learned. Employers will appreciate honesty. Demonstrate that, when you have made a mistake, you have taken responsibility for it and remedied that situation.

Brain Teasers

- Why is a manhole cover round?

You do not have to know the exact answer to this question. You are just demonstrating to them that you can think in a logical manner. Be sure to explain your thinking to the interviewer instead of just deriving a guess. Think out loud and do not leave out any steps, even if they are obvious. These questions may be used for technical positions like engineering.

Questions You May Want to Ask the Interviewer

Always have around 10 questions prepared because you never know if they will address the answers to your question in their introduction. Make sure not to ask very general questions that could be answered from looking at their webpage. You can ask similar questions to the ones they asked you in the interview.

What can you tell me about the culture of the company?

What are the department's strengths and weaknesses?

Which other departments would I [the position] work with most closely?

What type of projects would I [the candidate] be able to assist?

How soon would I be able to get started and be productive?

What qualifications are needed for an individual to be successful in this position?

What personal qualities, skills or experiences would help someone do well in this position?

Could you describe the ideal candidate for this position?

Does the company have plans to restructure in the near future?

What are any industry changes that might occur?

What are some of the things you find most enjoyable / rewarding about working with this organization?

What do you like best about the company and why?

How is orientation provided for this position? What types of training program do you offer new employees?

How has this job been performed in the past?

These show that you have an active interest in the position and the answers the employers gives you may help you determine if it is a job you would enjoy doing.