



COMMON INTERVIEW QUESTIONS



1. “Tell me a little about yourself...”
2. “Why do you want to do this job/work for this company?”
3. “What do you know about the company and the position you are applying for?”
4. “Have you ever been asked to leave a position?” “Why did you leave your last job?”
5. “What can you offer to my company/organization?”
6. “Give me 3 words that best describe you?”
7. “What do you believe your key strengths are?”
8. “What do you believe your weaknesses are?”
9. “Tell me about when something went wrong at work, and how did you handle it?”
10. “Could you work under pressure? Give an example.”
11. “Why would you be an asset to this organization?” “Why should we hire you?”
12. “Do you have any questions you would like to ask?”



DO'S IN AN INTERVIEW



- Do** take a practice run to the location where you are having the interview or be sure you know exactly where it is and how long it takes to get there.
- Do** your research and know the type of job interview you will be encountering. And do prepare and practice for the interview, but don't memorize or over rehearse your answers.
- Do** dress the part for the job, the company, the industry.
- Do** plan to arrive about 10 minutes early. Late arrival for a job interview is never excusable. If you are running late, do phone the company.
- Do** greet the receptionist or assistant with courtesy and respect. This is where you make your first impression.
- Do** bring extra resumes to the interview. (Even better, if you have a job skills portfolio, do bring that with you to the interview).
- Do** show off the research you have done on the company and industry when responding to questions.
- Do** shake hands firmly. Don't have a limp or clammy handshake!
- Do** wait until you are offered a chair before sitting. And do remember body language and posture: sit upright and look alert and interested at all times. Don't fidget or slouch.
- Do** make good eye contact with your interviewer(s).
- Do** stress your achievements. And don't offer any negative information about yourself.
- Do** say thank you at the end and shake everyone's hand.
- Do** write thank you letters within 24 hours to each person who interviewed you.



DON'TS IN AN INTERVIEW

- Don't** be late!
- Don't** be soft-spoken. A forceful voice projects confidence.
- Don't** say anything negative about former colleagues, supervisors, or employers.
- Don't** ever lie. Answer questions truthfully and concise. And don't over-answer questions.
- Don't** answer questions with a simple "yes" or "no."
Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination. Give examples.
- Don't** answer cell phone calls during the interview, and do turn off (or set to silent ring) your cell phone.
- Don't** inquire about salary, vacations, bonuses, retirement, or other benefits until after you've received an offer.
- Don't** rely on your application or resume to do the selling for you. No matter how qualified you are for the position, you will need to sell yourself to the interviewer.
- Don't** use poor language, slang, and pause words (such as "like," "uh," and "um").
- Don't** chew gum during the interview.