



Interview Questions

PREPARATION

Preparing for a job interview involves anticipating the questions employers are likely to ask. It also involves rehearsing what you will say by practicing the manner in which you formulate and express your responses. A big part of your success in the interview will be based on how well you answered the questions. Consider the following list of possible interview questions and think about how you might answer them.

FOR STARTERS

Tell me about yourself?
How would you describe yourself?
Why should I hire you?
What makes you the best candidate?



SAMPLE QUESTIONS

Why did you decide to seek employment with our company?
What do you know about our company?
What do you think it takes to be successful with our company?
What do you see yourself doing in five years?
What are your long-range career plans?
Why did you choose this occupation?
How would you describe your work style?
What do you consider to be your major strengths?
Name one of your greatest accomplishments?
How have your past experiences prepared you for future success?
What was the most important thing you learned in school?
What have you learned from your participation in extra-curricular activities?
In what ways do you think you can make a worthwhile contribution to our company?
How have other people described you?
What are you looking for in the ideal job?
What really motivates you to perform?
How do you determine or evaluate success?



CONTENT QUESTIONS

Be prepared to answer content questions related to your field of expertise. You may be asked about your philosophy or theoretical methodology. You may be asked your opinion of critical issues in your field. You may be given a scenario and asked what you would do in a particular situation. You may be presented with a problem and asked to solve it. You may be asked to tell a story.

Tell me about a time when you...
Give me an example of...
What would you do if...

BE CAREFUL

Be cautious in answering questions that call for discussion of potentially negative subjects. Prepare in advance your best response to such inquiries.

What do you consider to be your major weaknesses or areas for improvement?
Why did you leave your last employer?
How do you handle yourself in a conflict?
How do you deal with criticism?
What was your greatest failure, and what did you learn from it?
How well do you work under pressure?
What have you learned from your mistakes?
Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
Tell me about the worst supervisor you ever worked for.
How would you handle a disgruntled customer?
Have you ever been fired from a job?
Have you ever been arrested?



What will my priorities be?
What are the first projects to be addressed?
What are the major problems to be tackled?
What kind of leadership responsibilities will I have?
What kind of feedback will I receive from my supervisor?
How will my performance be evaluated?
What kind of training will I receive?
What professional development programs are available?
What are the prospects for advancement?

To whom will I be reporting?
What are the company's mission and goals?
What is unique about the way your company operates?
Who are the company's major competitors?
Who are your major customers?

What plans for expansion does the company anticipate?
What new endeavors is the company actively pursuing?
What current trends affect company growth and progress?

QUESTIONS TO ASK

When it's your turn to ask questions in the interview, you should be prepared with a few good solid ones. Your questions should indicate your interest in the company and the job. Ask job-related questions or questions related to your functions and performance. Ask questions that reflect your professional attitude and motivation.

Don't ask self-centered or self-serving questions. Don't ask about salary or benefits. Don't ask questions that might tend to challenge or embarrass the interviewer. Your interviewer is not your sparring partner.

What will my responsibilities be?
What will I be doing in a typical work day?
Where does this position fit in the overall organization?
What role will I play in helping the company achieve its goals?
How do you see me complementing the existing organization?
What are the most important qualifications for this position?



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