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Job Interview Questions

Before the interview, you will want to practice your responses to the typical job interview questions and answers most employers ask. Don't give "prepared answers" where you are reciting something that you memorized – you will sound like a robot. This is a good reason to use interview question / answer guide as just that - guides. If your answers are not personalized to your situation, they will sound forced and unnatural.

Below are the most frequently asked interview questions. Brainstorm to start figuring out how you will answer each of them.

Tell me ab	out yourself						
Your answer should contain much more about your job skills than your personal life. Talk about the growth of your career, what you learned from previous employment or even things like how your volunteer worked help you develop your organizational, time management and leadership skills. Do not talk about personal things like boyfriends or girlfriends. Keep it business only.							
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What are your strongest skills and how have you used them? Be prepared with some concrete examples since that is usually the follow-up question. Talk about that project that turned out really well or something awesome you have done in your field. Review the list of soft skills and write down those that best describe you.	
What are your weaknesses? or What would you like to improve about yourself? This is a very difficult question that is not asked often, but it's one you should prepare for anyway. There are 3 basic strategies to deal with this question: you can mention skills that aren't critical for the job, skills you have improved on, or turn a negative into a positive.	
Why do you want to work for us? or Why are you interested in this job? What do you know about our company? You can learn a lot of information from the company's website. Try to relate what you know about the company when answering questions.	

What skills do you have that would benefit our company? or What kind of work have you done before in this field?

If your skills are not exactly those that the company may have requested, you can point out the skills you have that would be valuable to any company. If your skills are not perfect for this particular
company, you can mention how quickly you were able to adapt and learn in other situations. Think
of actual examples you can use to describe your skills. Provide evidence.
What would previous employers say about you?
If you have gotten a letter of reference from a former employer, then you know exactly what they
would say about you, so remember some of the best things they wrote about you.
Why should I hire you? or What makes you the best fit for this position?
Your answer to this question should be a concise "sales pitch" that explains what you have to offer the employer. Match your skills with the job description.
the employer. Watch your skins with the Job description.

Why did you leave your last job?

This is **not** an opening to speak badly of your former employer. There is almost always a way of wording the explanation so that you do not sound like a "problem employee" and your former employer does not sound like an undesirable company.

You can talk about:

- o lack of potential for upward mobility
- o your job responsibilities changed so it no longer fit into your career plan
- o the need to reduce travel time
- o your need for a more challenging job
- o the previous position was not a good fit for you
- o you needed to leave your job to focus on your studies
- o anything else that does not get into personalities or other conflicts.

If you were fired for cause, you may want to be up front about it, explain the circumstances and

accept responsibility for your actions. However, don't lie. If you can't say anything positive about your former employer, don't say anything. It could come back to haunt you.						

