

# 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. Consider the following list of possible interview questions and tips.

## Introductory Questions

These questions are the first asked, setting the tone for the interview. It is your opportunity to tell your story—briefly. Why did you choose the profession? What energizes you about it? Why is it a good fit for your personality? Why are you interested in that particular company? Bottom line—it gives you the opportunity to express “Why they should hire you.”

- Tell me about yourself.
- How would you describe yourself?
- Why should I hire you?

## Sample Questions

- Why did you choose this occupation?
- What have you learned from your participation in extra-curricular activities?
- What are you looking for in the ideal job?

## Potentially Negative Questions

Be cautious in answering questions that call for discussion of potentially negative subjects. Advance preparation is necessary so you can answer them positively.

The interviewer knows none of us are perfect nor work in perfect environments, so he or she wants to know how you are going to handle those situations.

- What do you consider to be your major weaknesses or areas for improvement?
- How do you deal with criticism?
- How well do you work under pressure?

While your responses are always to be honest, your result needs to convey what you learned from the challenge and what steps you have taken to handle it better next time.

## 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 questions that reflect your professional attitude and motivation. Don't ask about salary or benefits. These questions also show the interviewer that you have done your homework, researched the company and are eager to learn more.

- What are the most important qualifications for this position?
- What will I be doing in a typical work day?
- Where does this position fit in the overall organization?

## Interview Prep Sheet

### 5 Facts About the Company

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 5 Qualifications for the Job

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 5 Main Points About Yourself

1. *Knowledge*  
\_\_\_\_\_
2. *Experience*  
\_\_\_\_\_
3. *Skills*  
\_\_\_\_\_
4. *Personal Traits*  
\_\_\_\_\_
5. *Goals & Motivations*  
\_\_\_\_\_

### 5 Stories to Tell

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### 5 Questions to Ask

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_