

## Interview Question Examples

1. **Tell me about yourself.** Practice this one. You don't want to stumble on what interviewers think is an easy way to start the interview. Prepare a 30 second response that summarizes your education, work experience and career interests or strengths as they relate to the job you are interviewing for. It is inappropriate to say you want to be in management down the road when you are interviewing for a staff position..
2. **Why do you want to work for our firm?** Make a sincere compliment about what the company does, the industry it is in, the company's success or its reputation as an employer. Your "interview prep research" will lead you to this answer.
3. **Why should we hire you for this position?.** Bring in multiple copies of your resume, cover letter and references in a professional binder. It is also helpful to have a pen and paper available.
- 4) **What are your strengths?** Rehearse this answer with job duties in mind and be ready to give examples if asked.
- 5) **What are your weaknesses?** Think about your on going skills enhancement with this question. " I would like to learn more about ...
- 6) **Why did you leave your last job?** Or why are you looking for a new position? Never say anything negative about a former employer. Career development can always be part of your answer. Be positive and honest.
- 7) **Describe a situation where ...** you had to work with a difficult person (a boss, customer or coworker) How did you handle the situation? What did you learn from it?
- 8) **What two or three accomplishments have given you satisfaction?** Anticipate and rehearse. Employers will hire the candidate with the most accomplishments. It is your job to make sure your relevant accomplishments are discussed in the interview.
- 9) **What are your salary expectations?** Your **TECHSTAFF** recruiter can tell you what the salary range is. If appropriate state something in the middle of the range. If not, simply tell them what your salary history is.
- 10) **Do you have any questions?** Ask questions about the history of the job, the make up of the department anything that demonstrates your professional curiosity. The important thing is that you have a question for the interviewer. Questions you ask about pay and benefits are inappropriate on the first interview.

Anticipating questions and rehearsing your answers is an essential component of preparing for a successful interview.

