

# Questions to Expect

Congratulations!! You got an interview...now what? Feeling nervous??  
Prepare yourself and reduce the anxiety.

- 1. Tell me about yourself.**  
Explain any work/volunteer experience. Explain your qualifications and accomplishments pertaining to the job position. Do not bring up your personal life!
- 2. Why do you want to work as a \_\_\_\_\_ (name of job position)?**  
Discuss how it pertains to your goals and your interest in the position. "I work well as a team player. I seek opportunities to challenge myself and gain knowledge. I understand the importance of good people skills to achieve success in any organization."
- 3. Can you describe for me an important accomplishment?**  
Express an event, award, and/or time you were acknowledged for your excellent work/efforts.
- 4. Beginning with your previous job, tell me about any achievements that were recognized by your superiors.**  
List your past employment, volunteer work, school accomplishments and abilities. Explain the new skills you obtained and developed.
- 5. In your previous work experience, what kind of pressures did you encounter?**  
Explain a situation or difficult problem but ALWAYS follow through in a positive manner how you solved it.
- 6. What would you say is the most important thing you are looking for in a job?**  
Some examples of important reasons:
  - a) Career advancement.
  - b) Gaining work experience.
  - c) Your interest in the job.
  - d) To gain work experience in a different job field.
  - e) Job switch to a new industry.
- 7. Give an example of any major problem you faced and how you solved it.**  
Think of something related to work or school. Tell it as a story. Give details. The manager wants to see how you define problems, identify options, decide on a solution, handle obstacles, and how you solve problems.
- 8. What motivates you to perform well on the job?**  
Money is not a good answer. A good answer would be to gain responsibilities and being acknowledged for a job well done.
- 9. What are some things you liked about your last job?**  
Explain your responsibilities, challenges, and accomplishments.
- 10. Are you at your best when working alone or in a group?**  
You could say, "Both, I enjoy working as part of a team and I can work independently to get my share of the work done."
- 11. Would you rather be in charge of a project or work as part of a team?**  
Either: "I am not afraid to take on responsibility and/or I am not afraid to take initiative."

12. What would you do if one supervisor asked you to do something now and another supervisor asked you to do it later?

The interviewer wants to see how you handle conflicts. "I would prioritize my responsibilities."

13. Why are you leaving/did you leave your last job?

Job stagnation, demotions due to downsizing, career exploration, or greater challenge.

14. Did you ever have a disagreement with a boss? Why or why not?

You and your manager may have disagreed over an issue and it's common within the workplace. If asked this question, be honest and explain how the issue was resolved. "My manager and I disagreed over \_\_\_\_\_ (state the issue) but we worked it out. For example..."

15. How do you explain gaps in your work history?

Gaps are defined as: Working for several different companies for less than 6 months or 1 year at each place. This conveys a warning sign to the employer you are an unstable employee, unable to commit to the job and/or maintain job security. Several possible answers to this question are:

- a) School has been my main priority and I worked in different jobs to pay for my personal expenses.
- b) My focus has been of my school studies, but I am looking forward to new challenges and working toward my goal as a \_\_\_\_\_(name of job title).
- c) There was a serious illness in my family requiring my assistance, in which everything was taken care of. I am able to fully commit myself into holding a long-term permanent job.
- d) Pursing personal goals.

Based on previous jobs, the interviewer is doubtful of your reliability, you must prove your willingness and responsibility to maintain employment.

16. What kind of salary are you looking for?

Salaries are based on qualifications and experience. The option is available to negotiate for a higher pay based your work experience and skills. "I am flexible with the salary. What salary is usually offered to someone with my qualifications for this particular job?"

17. Have you ever been fired from a job? Why?

If there was an incident explain the situation and how it was solved. "However, at one time my ex-manager and I were disagreeing over an issue and were unable to reach an agreement.

18. Do you have transportation?

You do not need to indicate your method of transportation. A good answer is, "Transportation is not a problem."

19. Do you have any questions for me?

It is always good to ask your interviewer several questions pertaining to the job. This conveys your willingness to learn more information about position/company. "Yes, I do have several questions, thank you."

#### Additional questions the employer may ask:

1. Why do you want to work for us?
2. What is your greatest strength/weakness?
3. Why should we hire you?
4. What are your future goals?
5. How do you handle stress?
6. How do you deal with difficult people?
7. How did you hear about this position?
8. Which class is your favorite?
9. When can you start?