

Frequently asked interview questions

- ◆ What do you know about our company?
- ◆ What do you know about the position I'm interviewing you for?
- ◆ In what ways do you think you can make a contribution to our company?
- ◆ What are your expectations of this job?
- ◆ What do you know about our products and services?
- ◆ What would your instructors say about you?
- ◆ What motivates you?
- ◆ Do you prefer working with others or by yourself?
- ◆ What are your own special abilities?
- ◆ How would you describe the ideal job for you?
- ◆ How would you describe yourself?
- ◆ What two or three accomplishments have given you the most satisfaction? Why?
- ◆ How well do you work under pressure?
- ◆ Where do you expect to be in your career within five years? Ten years?
- ◆ What do you expect of your future employer?
- ◆ What makes you more qualified for this position than other applicants?
- ◆ Tell me about the extracurricular activities you were involved in.
- ◆ Tell me about a problem you once had on the job. How did you go about resolving the problem?
- ◆ Describe for me one or two of the most important accomplishments in your career to date?
- ◆ Describe a project you initiated and how it turned out?
- ◆ What previous work experience do you think prepared you for this position?
- ◆ Are you more comfortable working in a team environment or on your own?
- ◆ Why should we hire you?
- ◆ Why do you feel you that you will be successful in ...?
- ◆ What was the last mistake you made?
- ◆ What courses at college did you like the best? Least? Why?
- ◆ What did you learn or gain from your part-time, summer, internship or coop experience?
- ◆ Tell me about a time when you were dealing with a customer who was unhappy or dissatisfied with a product or service. Describe the situation and your role in responding to the circumstances. What was the outcome?
- ◆ Give me an example of a time when you were given a significant amount of responsibility to get something done. What was the outcome?
- ◆ Give me an example of a time when you were given a significant amount of responsibility to get something done. What was the outcome?
- ◆ Describe a goal that you established for yourself. How did you go about achieving it?
- ◆ Tell me about a time when you disagreed with a supervisor, coworker or instructor on something. What did you do and what was the end result?

Be prepared to job search

- ◆ Use internet, employment agencies, staffing firms, newspaper and network with friends, family and others to find jobs.
- ◆ Research company prior to interview and use the information discovered in the interview.
- ◆ Relate your experience and education to employer's needs both on your resume and in the interview.
- ◆ Dress professionally — you get one chance to make a first impression.
- ◆ Review interview questions prior to interview.
- ◆ Fill out application with correct spelling of words and good grammar.
- ◆ Practice a firm handshake.
- ◆ Follow interview with a thank-you note, e-mail or call.

Interview questions and responses

1. Tell me about yourself?

Recently, I completed my Associate Degree at North Dakota State College of Science. My major was business administration. While in college, I participated in Campus Programming Board, Student Senate and intramural athletics. When I wasn't in school, I spent time volunteering at the local nursing home, motorcycled across the New England states and I like to read.

2. What are your greatest strengths?

My greatest strengths are customer service, organization and meeting deadlines. I believe the customer is number one and I do what it takes to make sure the customer is completely satisfied. I am able to multitask and do several things at once because I am organized and I know how to prioritize my work to meet deadlines.

3. What is your greatest weakness?

My greatest weakness is a weakness to others but a strength for me. I am always on time or even early for meetings, classes or my work day. Others see this as a weaknesses because it sets me apart from them but I believe being on time is important. *Note: You are turning a weakness into a strength. You do not want to admit a weakness in an interview because this will lessen the interviewers creditability in you for the position. Instead, look at ways to turn a strength into a weakness.*

4. What do you hope to be doing in five years?

In five years, I hope to be working for your company and enhancing my work experience. Within five years, we will have both made an investment of time, energy and money and I take that investment seriously. I would like to build on my work experience with your company and perhaps, look at opportunities within the company once I have learned all I need to know.

5. What do you know about our company?

I know that your company not only has a regional reputation but a national one as well. I am familiar with your product lines (name the products) and services (name the services). According to your website, your company grossed 12 million in sales last year and you are expected to exceed those this year. I also read that you will be introducing a new product within the next few months. I want to be involved with a company that is nationally recognized and constantly looking for ways to increase sales through new products and services. *Note: Be sure you do your homework before the interview and reach what the company or business is all about.*

6. What would your instructors or former employers say about you if asked?

If you contact my instructors, they would tell you, I was always on time for class. I completed my assignments on time, I contributed to classroom discussion and I was willing to get involved with special projects. While I attended college, I also had a work study position on campus in dining services. My supervisor would tell you I followed directions well, I was a team player, I was willing to train others and I never missed a scheduled shift.

7. Why should I hire you?

My work experience and college education would make me a perfect match for this position. My education has provided me with a solid foundation and understanding of business. It has taught me key elements like human relations, speaking to groups of people and fundamentals like accounting, economics. My work experience includes customer service, working with money and project management. In addition, I would bring other skills to this position like my eagerness, energy and enthusiasm to work with you.

8. Do you have any questions for us?

Ask questions like:

What are you looking for in the person you hire for this position?

Note: The employer will tell you what they are looking for in the position. You should respond by telling the employer and giving examples of the qualities and traits they just mentioned.

What is the direction the company will be heading in the next five years?

Note: The employer will tell you the direction the company will be moving in the next five years. You should respond by telling the employer that you want to be a part of it.