

HOW TO PREPARE FOR AN INTERVIEW: COMMON INTERVIEW QUESTIONS

You can never know for sure what questions will be asked at an interview, but that doesn't mean you can't prepare for an interview! Below are five areas that employers usually focus their questions on during a job interview. A few days before an interview, review these questions. You can bullet out answers and then practice saying them aloud (without looking at what you wrote!), or you can practice with a friend (or your counselor!)

"YOU" QUESTIONS:

These questions are designed for employers to get a sense of who you are and what your career goals are.

1. Tell me about yourself.
2. What goals do you have for your career?
3. How do you plan to achieve these goals?
4. Why should I hire you?
5. What do you see yourself doing five years from now?
6. How will this job help you with your career goals?

"EDUCATION" QUESTIONS:

These questions are for the employer to learn about how you spent your time as a student and how your education prepared you for the job you are interviewing for.

1. If I were to ask one of your professors to describe you, what would he or she say?
2. Why did you choose to attend your college?
3. What changes would you make at your college?
4. What were your favorite classes? Why?
5. Who were your favorite professors? Why?
6. Did any of your college classes related to this position?

"PREVIOUS WORK EXPERIENCE" QUESTIONS:

Employers are looking to see that you have had relevant experience and that you are ready for the position being offered.

1. Do you have any work experience related to this position?
2. How would you describe your ideal job?
3. Have you ever had a conflict with a boss or professor? How did you resolve it?
4. What qualities do you feel a successful manager should have?
5. What is a position you have held in the past that you have enjoyed? Why did you enjoy it?
6. What is the most important thing you learned at a previous job?

"THIS JOB" QUESTIONS:

During the interview, your job is to convince the company that you are interested, qualified, and ready to take on this position.

1. What do you think it takes to be successful in this job?
2. Why do you want to work in the _____ industry?
3. Why are you interested in our company?
4. How can you make an immediate impact on our organization?
5. What do you know about our company?

“PERSONAL STRENGTHS” QUESTIONS

These questions are designed to for you to talk about all the great reasons why you would be qualified for the job! You should make sure these answers include lots of good examples with concrete evidence of your skills.

1. Describe a situation in which you were successful.
2. What accomplishments are you the most proud of?
3. Are you a team player?
4. What motivates you?
5. Tell me about some of your recent goals and what you did to achieve them.
6. What major problem have you had to deal with recently?
7. How do you handle pressure?
8. What are your greatest strengths and weaknesses?
9. What is your definition of good customer service?
10. Give me an example of a time when you had to be creative.
11. Do you have any leadership experience? What lessons have you learned from being a leader?

Remember: don't just read these questions—practice and rehearse the answers!