



Like all skills, the more practice and preparation that you put into that trait the better the results you will see. However when it comes to interviewing, most people would just prefer to do it as little as possible. Below is a helpful list not only of questions that are commonly asked by the interviewer but also questions that are appropriate to ask the interviewer.

QUESTIONS YOU MAY BE ASKED IN THE INTERVIEW

1. Tell me about yourself? (Try to hold your response to 2 minutes)
2. What do you know about our company?
3. Why should we hire you?
4. What can you do for us that someone else cannot?
5. What do you look for in a job?
6. What skills and qualifications are essential for success in the position of _____?
7. How long would it take for you to make a meaningful contribution?
8. How does this assignment fit into your overall career plan?
9. Describe your management style.
10. What do you believe is the most difficult part of being a supervisor of people?
11. Why are you looking for a new career?
12. How would your colleagues describe you?
13. How would your boss describe you?
14. How would you describe yourself?
15. What do you think of your present or past boss?
16. What were the five most significant accomplishments in your last assignment?
17. What were the five most significant accomplishments in your career so far?
18. Can you work well under deadlines or pressure?
19. How much do you expect if we offer you this position?
20. Why do you want to work for us?
21. What other positions are you considering?
22. Have you kept up in your field with additional training?
23. What are your career goals?
24. What are your strong points?
25. What are your weak points?
26. How did you do in school?
27. What position do you expect to have in 2 to 5 years?
28. If you took the job what would you accomplish in the first year?
29. What was wrong with your current or last position?
30. What kind of hours are you used to working or would like to work?
31. Do you have your reference list with you? (Remember do not give it out unless it is asked for).
32. Can you explain your salary history?
33. What questions did I not ask that you expected?
34. Do you have any question(s) for me? (*See Questions for the Interviewer that you might want to ask*)



QUESTIONS TO ASK THE INTERVIEWER

1. Why is this position open?
2. How often has it been filled in the past five years? What were the main reasons?
3. What would you like done differently by the next person who fills this position?
4. What are some of the objectives you would like to see accomplished in this job?
5. What is most pressing? What would you like to have done in the next 3 months?
6. What are some of the long term objectives you would like to see completed?
7. What are some of the more difficult problems one would face in this position?
8. How do you think these could best be handled?
9. What type of support does this position receive in terms of people, finances, etc?
10. What freedom would I have in determining my own work objectives, deadlines and methods of measurement?
11. What advancement opportunities are available for the person who is successful in this position and within what time frame?
12. In what ways has this organization been most successful in terms of products and services over the years?
13. What significant changes do you foresee in the near future?
14. How is one evaluated in this position?
15. What accounts for success within the company?

These questions are presented only as interviewing guidelines. They are meant to help you prepare for the interview. Some questions may or may not be appropriate for your interviewing situation. By practicing your responses to some of these questions hopefully you will not be caught off guard if asked one of them. Most importantly relax, go with the flow and before you know it, you will be in your next job.