

COMMON INTERVIEW QUESTIONS WORKSHEET

1. Tell me about yourself.

- What the interviewer really wants to know: “What experience, skills, or knowledge do you have that are relevant to the job I am needing to fill?”
- This is your chance to brag or sell yourself. Consider using content from your Elevator Pitch.
- Link your answer to the job description.

Element of the Job Description:

Your Experience, Skills, or Knowledge:

Record your response based on the reflection of your answers above:

2. Why do you want to work here?

- This is your chance to show off the research you’ve conducted (company website, Facebook page, company LinkedIn profile, individual LinkedIn profiles, local media sites, etc.).

How do the company’s products and/or services match your interests?

How do the company’s mission and values align with your personal beliefs?

How do your strengths fit with this position?

How does this position fit in with your longer-term career plans?

3. What are your strengths?

- What the interviewer really wants to know: “Are you self-aware?” and “Do your strengths fit my need?”
- Make sure you offer strengths that relate to the position as designated in the job description.

Strength:

Example:

4. What is your greatest weakness?

- What the interviewer really wants to know: “Are you self-aware and honest?” and “Have you done anything to shore-up an acknowledged weakness?”
- Go to WAR with this question (and win!).

W: State an honest weakness (that does not disqualify you from the position).

A: Describe the specific action you’ve already taken to shore-up the weakness.

R: Describe the positive results of the actions you’ve taken (offer your assessment or, better yet, the feedback from others).

5. Do you have any questions for me (us)?

- Prepare 2-3 questions in advance. Can be based on the research you've conducted.
- Some questions may come to you during the interview. It is OK to bring a pad to make notes throughout the interview. Here you can have your advance questions listed or write down questions that arise.
- Consider the following:
 - "Thinking back to people who have been successful in this position (or similar), what traits did they exhibit that you think made them successful?"
 - "What is the process for filling the position?"
 - "How would you describe the company culture?"
 - "Why did you choose to work here? What keeps you here? "
 - "How will my success be assessed? What will have happened six months from now that will demonstrate that I have met your expectations?"
 - "What is the typical career path for this position?"

Other questions.

- Preparing for the previous 5 questions will go a long way to getting you ready for your interview. Interviewers will, of course, ask other questions.
- One popular type of question begins with: "Tell me about a time ..."
- Have a few true stories "in your pocket" that you can use to answer this type of question. Use the PAR formula below:

P	Problem	State the problem or situation you faced. Provide a context. Where? When? What needed to be done?
A	Action	Clearly describe your specific action. What did <u>you</u> do? How? What tools did you use?
R	Results	Describe the positive outcome. What were the measureable accomplishments? Were there time or cost savings?