

INTERVIEW QUESTIONS

Millions of books on job interviewing have been sold. If you are looking for a job, you may have used one to get an idea of the type of questions interviewers are asking potential job candidates.

Career experts advise avoiding canned answers often provided as examples in these books. Instead, they suggest you prepare answers that show your enthusiasm and passion and that can't be duplicated in a textbook response.

Your answers should deliver a positive message about who you are. Just like any good ad, don't be overly modest or wordy.

Answer the questions on this page and then use your responses to practice your interviewing skills.

These interview questions were adapted from "How to Survive an 'Extreme Interview'" by Steven Richards. For the complete article and more interview questions, go to www.careerjournal.com/jobhunting/interviewing/1990929-richards.html

Name _____ Date _____

TOP TEN INTERVIEW QUESTIONS

● Why would you like to work here? _____

● Why should I hire you? _____

● Do you set goals for yourself? _____

● How do you respond to tough situations? _____

● Please give an example from your past work or school experience that shows your willingness and initiative to work. _____

● If I were your boss, how could I keep you motivated to get the most productivity from you? _____

● Tell me about a project that you worked on that made you proud of the results. What did you like most about the project? What did you like least about the project?

● Tell me about a time that you had to work under tremendous stress and pressure.

● Tell me about a time that you challenged a school or company policy. _____

● If I were to ask your current boss about you, what would he or she say is your greatest strength? Your greatest weakness? _____

JOB INTERVIEW QUESTIONS WORKSHEET

Tell me something about yourself. (What do you really want to do?)

What subjects do you like the best? Why?

What jobs have you held? What were your duties and responsibilities?

What have you learned from some of the jobs you have held?

What jobs did you enjoy the most? Why? Least? Why?

Do you have any outside interests or activities that would prevent you from being on time and at work every day?

In what types of jobs are you most interested? What do you expect to be doing ten years from now?

