

Typical Interview Questions

To begin, interviewers often ask opening questions to find why you are interested in the job. Be prepared to answer questions along the same lines of those that follow:

1. Tell me about yourself?
(Talk about your experience, qualifications, and accomplishments - not your childhood, family, or hobbies.)
2. Why are you interested in working for this company?
(Talk about the interesting details of the job, and why they fascinate you.)
3. Why do you feel you are qualified for this job?
(Name at least three skills or qualifications, and say a few words about each.)
4. What were your responsibilities on your last job?
(List your duties and responsibilities. Explain your accomplishments on that job.)
5. What do you like most about yourself?
(Talk about positive characteristics and abilities.)
6. What is your greatest weakness?
(Focus on work, not character weakness. Turn your negatives into positives.)
7. Do you like working as part of a team or working alone?
(Tell the interviewer you like both, that you enjoy teamwork, and that you can work alone.)
8. Tell me about a major problem you faced and how you solved it?
(Talk about something related to work, school, or social activity.)
9. Tell me about your education and training?
(Explain how your education and training prepared you for the position you are interviewing for.)
10. What kind of salary are you expecting?
(Do your homework ahead of time. Know what the type of position is paying in your area. Try to avoid salary questions until you are offered the job.)
11. Have you ever been discharged from a job? And why?
(Explain that you usually get along well with your co-workers and supervisors.)
12. Do you have any questions for me?
(Take advantage of this opportunity to ask questions about the job and the company.)

To answer these questions, you should learn about the employer before the interview. You should know about the company's products, services, or business. The public library has information about most large companies. Tell the librarian what you are doing, and ask for help. If you are interviewing with small businesses, ask around the neighborhood to find information. Try to learn how long they have been in business, their product or services; and their reputation. Knowing about the company will also help you both answer opening questions and ask meaningful, insightful, and pertinent questions.

Questions to Ask an Employer:

1. How long has this position been open? Is this a newly created position, or am I replacing someone?
2. Would you describe a typical workday for someone in this position? What the responsibilities of the position?
3. How will I be introduced to the job? Will I be trained? Who will train me?
4. How long should it take for me to become familiar with the job and be productive?
5. Who are the people I will be working with, and what do they do?
6. How will my job performance be evaluated?
7. Who will be my supervisor?
8. When and how will I be informed if I am chosen for the position?
9. What is the next step in the process?

Note: For any potential employer to inquire about your age, race, marital status, religious or political affiliation, etc., is illegal, as this information cannot be used in a hiring decision.

Be wary of questions about the following:

- Your age?
- Whether you have any children or their ages?
- Your race or questions directly concerning race and/or color?
- Your height or weight where it is not relevant to the job?
- Whether you have ever had your wages garnished?
- Whether you have ever been arrested?
- Whether you are married, divorced, separated, widowed, or single. But you may be asked how you want to be addressed: Mr., Mrs., Miss or Ms.?
- What church you attend or the name of your priest, rabbi, or minister?
- The reason why you are divorced?
- Who resides with you?