



TYPICAL INTERVIEW QUESTIONS

The most qualified person does not necessarily get the job offer unless that person interviews with the most intelligence and personal appeal. Answering typical interview questions with the most finesse will help make you the top choice. Practice responding to these questions.

- 1. Tell me about yourself. What is your background? What has been your work experience?**
(It is best to stick with a brief outline of your work history & not personal life.)
- 2. How would you describe yourself? Give me 10 adjectives that would describe you.**
(Focus on characteristics that would be valuable in the work place.)
- 3. What are your short and long term goals? Where do you see yourself in five years?**
(Be sure that the goals you express are in line with what the job can offer. Saying that you want to be a manager when you are talking to the manager of a small company is unwise.)
- 4. What would be the ideal job for you? Describe the kind of position you are seeking.**
(Be sure that what you express is compatible with the requirements of this job. If you are not sure of what the company wants then answer broadly. "I am open to similar work to what I have done in the past yet I would be delighted to take on new challenges.")
- 5. What do you think you do best? What are your strengths? What are your most successful?**
(Pick points that you think are needed the most for this specific position.)
- 6. What are your weaknesses? Give me an example of one of your biggest mistakes on a job.**
(Try to pick weaknesses that are not important to doing well in this job or pick a weakness that is irrelevant such as "I sometimes am too honest and may hurt someone's feelings.")
- 7. What did you like the least about your last job? What duties have you disliked in the past? What kinds of things would you try to avoid in your next job?**
(Be careful about overly negative response that make you look inflexible or sour. Pick little things like "I wasn't wild about the filing but all jobs have some unexciting duties.")
- 8. What was your favorite job and why? Which position was the most rewarding and why?**
(Stick with job content over personalities, environment, location, or benefits.)
- 9. Who was your favorite boss and why? What qualities would an ideal boss have?**
(Saying that a boss was "so nice" is a weak response. This is a great opportunity to shine. "I loved the way my last boss gave me so much responsibility and trusted my ability to make decisions on my own. He appreciated the improvements I made in our systems and paper flow. He allowed me to compose letters for him and respond to problems myself.")



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10. What was your least favorite boss like? Who was your worst boss and why?

(This is a snake pit question. Don't elaborate too much! Be careful! Negative remarks can be interpreted as disrespect for authority, inability to be flexible, inability to let the rough and rude actions of a difficult boss roll off your back. Be diplomatic. "All bosses can have their difficult ways. My boss at - was the most demanding and difficult to please. I feel that I performed well for him even though he was probably the one I related to the least.")

11. Would you rather work by yourself or with others?

(Answer both positively. I am a team player yet I am most productive working on my own.)

12. What three accomplishments are you the most proud of? What are your job successes?

(Think of ways you have saved your employer money, made procedures more efficient. Also mention academics successes if it is relevant.)

13. Do you work well under pressure? Can you juggle several tasks and lots of deadlines?

(Give examples of projects or people that have been demanding and how you did well.)