

MOST COMMONLY ASKED INTERVIEW QUESTIONS

Questions at the Beginning of the Interview

- How did you learn about this position?
- Are you familiar with our company?
- Why are you interested in working with our company?
- Why do you think you are qualified for the position?

Questions Regarding Your Interest in the Job

- Are you presently employed? If so, does your employer know of your interest in changing jobs?
- Why do you want to change jobs?
- Why did you enter this field?
- What is the ideal job for you?
- If you could have any position, what would it be? Why?
- What would you like to be doing three years from now?

Questions Regarding Education

- What formal education have you had?
- What is our major area of study? Why did you select this major?
- What is your current Grade Point Average (GPA)?
- Have you received any honors? If so, what are/were they?
- What courses did you enjoy the most? Why?

Questions Regarding Experience

- Why did you leave your previous job?
- Did you have any problems with your previous supervisor?
- What duties in the past did you like the best? Least? Why?
- What are your greatest strengths? Weaknesses?
- Why should we hire you?
- What salary do you expect to receive?

*Note: On salary, have an idea of an appropriate salary before going on an interview, check similar job advertisements.

Questions You May Want To Ask

- Could you please describe the specific duties of the job?
- Was there anything else in my resume you would like me to explain in more detail?
- Could you tell me a little about the person/people I will be working with if I am accepted for the position?
- Can you tell me about any advancement prospects with this position?
- When do you anticipate making a hiring decision?
- Is there a probationary period? How long?

Interview Don'ts!

- Avoid nervous gestures and movements (fidgeting, tugging at clothes, stroking hair or face).
- Placing personal items or hands on interviewer's desk.
- Do not interrupt. Let the interviewer complete all questions or statements before speaking.
- Ask important questions ONLY. Do not ask about raises, promotions, vacations, etc.
- State the facts of your work history. Do not brag unless you can back it up with results.
- Do not bad mouth former employers, company, or employees.
- If you smoke, do not smoke prior to the interview. Most companies have no smoking policies and smoke is offensive to most people.
- Do not chew gum during an interview.
- Make sure all personal hygiene has been taken care of (brush teeth, shower, shave, clean nails, hair, and wear appropriate attire).