** 25 Common Interview**

 **questions:**

1. **Tell me about yourself:**The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present.
2. **Do you consider yourself successful?**You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.
3. **What do other people say about you?**Be prepared with a quote or two from other people. Either a specific statement or a paraphrase will work. Jill Clark, a co-worker at Smith Company, always said I was the hardest workers she had ever known. It is as powerful as Jill having said it at the interview herself.
4. **Are you applying for other jobs?**Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organization. Anything else is a distraction.
5. **Why do you want to work for this organization?**This may take some thought and certainly, should be based on the research you have done on the organization. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.
6. **What kind of wage do you need?**A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, That’s a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not,
say that it can depend on the details of the job. Then give a wide range.
7. **Are you a team player?**You are, of course, a team player. Be sure to have examples ready. Specifics that show you often perform for the good of the team rather than for yourself are good evidence of your team attitude. Do not brag, just say it in a matter-of-fact tone. This is a key point.
8. **Have you ever been asked to leave a position?**If you have not, say no. If you have, be honest, brief and avoid saying negative things about the people or organization involved.
9. **Why should we hire you?**Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.
10. **What irritates you about co-workers?**This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.
11. **What is your greatest strength?**Many answers are good, stay positive. ex: ability to prioritize, problem-solving skills, ability to work under pressure, ability to focus on projects, leadership skills, positive attitude
12. **Tell me about your dream job.**Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay genetic and say something like: A job where I love the work, like the people, can contribute and can’t wait to get to work.
13. **Why do you think you would do well at this job?**Give several reasons and include skills, experience and interest.
14. **What kind of person would you refuse to work with?**Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.
15. **What is more important to you: the money or the work?**Money is always important, but the work is the most important. There is no better answer.
16. **What would your previous supervisor say your strongest point is?**There are numerous good possibilities: Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver
17. **Tell me about a problem you had with a supervisor or teacher**Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well below the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.
18. **Tell me about your ability to work under pressure.**You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.
19. **What motivates you to do your best on the job?**This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition
20. **If you were hiring a person for this job, what would you look for?**Be careful to mention traits that are needed and that you have.
21. **How do you propose to compensate for your lack of experience?**First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you are a hard working quick learner.
22. **What qualities do you look for in a boss?**Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards. All bosses think they have these traits.
23. **Tell me about a time when you helped resolve a dispute between others.**Pick a specific time. Focus on your problem solving technique and not the dispute you settled.
24. **Describe your work ethic.**Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your work are good.
25. **Do you have any questions for me?**Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? and What type of projects will I be able to assist on? are examples.