

TIPS TO ANSWERING TYPICAL INTERVIEW QUESTIONS

How well did you answer these questions? Using a rating scale 1–5: (1 poor to 5 excellent) give yourself a 1-5 score based on your written answer from “Typical Interview Questions” worksheet. At the end total your score and decide if you should be hired or not for the job.

1. **“Tell me about yourself.” or “What can I do for you?”** Expect this question. Usually it takes applicants off-guard, the real question is: *Tell me about yourself as it relates to this job.* **Did You:**
 - Indicate that you are happy to talk about yourself?
 - Mention things that are comfortable for you to talk about (skills, abilities, personal qualities, work experience, etc.)?
 - Ask employer if there is any particular place he or she would like you to begin?
2. **“Why do you want to work here?”** **Did You:**
 - Express an interest and motivation to work for the employer who is interviewing?
 - Make the employer feel that you have “chosen” them?
 - Use your company research to express facts about the company?
3. **“Where do you see yourself in five years?”** Asked to assure that your goals are not in conflict with the job. Employers want a return on their investment for training. They want to know if the applicant has the intention of staying with the company. **Did You:**
 - Keep your answers job related rather than related to your personal life?
 - Try to mention career interests that are related to the specific job?
 - Ask the employer about advancement opportunities?
4. **“Why should I hire you? How are you qualified for the job?”** Toot your own horn - this is the time to sell your talents. Don't use this time to compare yourself to other candidates - stress only your own strengths. **Did You:**
 - State how the company will benefit if you are hired?
 - State how you shown or proven to meet these qualifications, (Add personal qualities besides skills and abilities)?
 - Show enthusiasm and excitement for the position and opportunity?
5. **“What are your strengths?”** This question is asked to see if the applicant can assess and communicate areas of special abilities. **Did You:**
 - Use the things you mention in your resume?
 - State those which would be most valued in the job for which you are applying?
 - Give examples of your strengths and why you think they are important?
6. **“What are your weaknesses?”** This question gives you the opportunity to say something good about yourself indirectly. You need to turn a weakness into a strength. “A weakness of mine is that I have a hard time delegating responsibility, I tend to do things myself to make sure they are going to be done right.” **Did You:**
 - Describe how you are trying to correct these weaknesses. (i.e., I am learning to assess the strengths of others so I can be more comfortable in delegating responsibility.)?