
NOTES ON INTERVIEW QUESTIONS

Many job search experts recommend preparation and practice for answering interview questions. The frequently asked questions on the following pages are provided for you to prepare and practice your answers so that YOU can make the best impression on employers. GOOD LUCK!

WHAT DID YOU DO ON YOUR LAST JOB?

ON MY LAST JOB I:

WHY SHOULD I HIRE YOU?

YOU SHOULD HIRE ME BECAUSE I HAVE SKILLS IN:

I ALSO AM

AND I AM READY TO WORK.

TELL ME ABOUT YOURSELF

WHAT ARE SOME EXAMPLES?

Identify three (3) qualities you have that would make you attractive to an employer. List the qualities and after each one give an example of when you demonstrated that quality to back up your statement.

1. _____
Example:

2. _____
Example:

3. _____
Example:

WHAT ARE YOUR STRENGTHS AND WEAKNESSES?

My strengths are 1) _____,

2) _____, and 3) _____.

A weakness I have is that sometimes I am a little too

YOUR MOST SIGNIFICANT ACHIEVEMENTS

- 1. _____

- 2. _____

- 3. _____

WHAT ARE YOUR SHORT-TERM AND LONG-TERM GOALS?

Short-term:

Long-term:

WHAT DO YOU EXPECT TO BE DOING IN FIVE YEARS?

WHAT DO YOU DO IN YOUR SPARE TIME?

WHAT IS THE MOST CHALLENGING JOB/EXPERIENCE YOU'VE HAD?

WHAT EXPERIENCE DO YOU HAVE RELATED TO THIS POSITION?

DO YOU HAVE ANY SPECIAL TRAINING OR EDUCATION?

HOW WOULD YOU DESCRIBE YOUR LAST BOSS?

DO YOU WORK BETTER BY YOURSELF OR WITH OTHERS?

**DESCRIBE A PROBLEM YOU HAD WITH A CO-WORKER/BOSS AND
EXPLAIN HOW YOU RESOLVED IT**

Co-worker

Boss

HOW SOON COULD YOU START WORKING FOR US?

WHAT WAS THE REASON FOR LEAVING YOUR LAST JOB?

HOW WAS YOUR TIME/ATTENDANCE AT YOUR LAST JOB?

WHAT DID YOU LIKE MOST/LEAST ABOUT YOUR LAST JOB?

Most:

Least:

WHAT MOTIVATES YOU ON THE JOB?

WHY DO YOU WANT TO WORK FOR OUR COMPANY?

WHAT ARE YOUR SALARY REQUIREMENTS?

WHAT QUESTIONS DO YOU HAVE FOR ME (THE EMPLOYER)?

ADDITIONAL QUESTIONS: (Prepare for these and any questions that may relate to your particular circumstances.)

What have you been doing since your last job?

Do you have a high school diploma?

Have you been convicted of any felonies?