

career guide

interview worksheet

Interview preparation:

Considering the types of questions employers will ask and the types of questions you should ask during an interview is an important part of interview preparation. While the following list is not comprehensive, it should provide a framework to help you appreciate the range of questions that can be asked.

Traditional interview questions:

Any interview will certainly have a variety of traditional questions that focus on topics such as your career goals, thoughts on topics like leadership and teamwork, and work ethic. In all likelihood, there is no “right” answer to these questions. Instead employers are more interested in your overall work style and ability to communicate.

Respond to traditional interview questions directly and honestly, effectively, and simply.

Interviewer question	Strategies for answering traditional interview questions
Tell me about yourself.	<p>A solid response can lead the conversation in a direction that allows you to elaborate on your qualifications.</p> <p>While this seems like a piece of cake, it is difficult to answer effectively because it is so broad. The important thing to remember is that you should respond with your strongest selling points for the position, including your education, professional experiences, and most salient qualities.</p>
What are your strengths and weaknesses?	<p>Give a concrete example to showcase your strengths.</p> <p>The employer may be assessing how open you are. You have an opportunity to showcase your strengths by giving a concrete example. You should be honest in describing an area where you want to improve (i.e. a weakness). When citing a weakness be sure to describe how you are working to improve it.</p>
Where do you see yourself in five years?	<p>If you are interested in growing with the organization, share your desire to stay with the firm and develop the skills necessary to advance.</p> <p>The interviewer wants to know if you are ambitious and whether you think about your long-term goals. It's okay not to know all of your goals moving forward. Just be honest with how you hope your career will progress.</p>
Why should I hire you?	<p>Just sell yourself.</p> <p>Responding to this question generally reveals how confident candidates are about their qualifications for the position. The response should showcase your top skills and strengths that relate to the job. Since it is highly unlikely that you know who all of the other candidates are, it isn't necessary to try to make comparative statements.</p>
Why do you want to work here?	<p>Demonstrate what you know about the organization.</p> <p>This question reveals how much you know about the organization. You want to convey your genuine interest and can only do that if you are sufficiently familiar with the organization. There is no substitute for researching the organization in advance.</p>
Why did you leave your last job?	<p>Always bring up the positive attributes of your previous employment even if it was not always a positive experience.</p> <p>It's normal for people to move on to new positions and organizations throughout their career. In your response to this question consider how moving from one position to another helped in your professional growth.</p>
What accomplishments are you most proud of?	<p>Choose a relevant accomplishment.</p> <p>As with most interview responses, be specific and select an accomplishment that relates to the position. Even if your greatest accomplishment in your mind is being on a championship high school athletic team, opt for a more professionally-related example.</p>