

COMMONLY ASKED QUESTIONS IN INTERVIEWS(Common for all):-

Question 1) Tell me about yourself:

Answer) 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.

Question 2) What do your friends say about you?

Answer) Be prepared with a quote or two from co-workers. 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.

Question 3) What do you know about this organization?

Answer) This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?

Question 4) What have you done to improve your knowledge in the last year?

Answer) Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

Question 5) Are you applying for other jobs?

Answer) 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.

Question 6) What kind of salary do you need?

Answer) 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.

Question 7) Are you a team player?

Answer) 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.

Question 8) How long would you expect to work for us if hired?

Answer) Specifics here are not good. Something like this should work: I'd like it to be a long time. Or As long as we both feel I'm doing a good job.

Question 9) What is your philosophy towards work?

Answer) The interviewer is not looking for a long or flowery dissertation here. Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Short and positive, showing a benefit to the organization.

Question 10) If you had enough money to retire right now, would you?

Answer) Answer yes if you would. But since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

Question 11) Explain how you would be an asset to this organization.

Answer) You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship

Question 12) Why should we hire you?

Answer) Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

Question 13) Tell me about a suggestion you have made

Answer) Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

Question 14) What is your greatest strength?

Answer) Numerous answers are good, just stay positive. A few good examples:
Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude

Question 15) Tell me about your dream job.

Answer) 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 generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

Question 16) What is more important to you: the money or the work?

Answer) Money is always important, but the work is the most important. There is no better answer.

Question 17) Tell me about your ability to work under pressure.

Answer) You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

Question 18) Do your skills match this job or another job more closely?

Answer) Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.

Question 19) What motivates you to do your best on the job?

Answer) This is a personal trait that only you can say, but good examples are:
Challenge, Achievement, Recognition.

Question 20) Do you have any questions for me?

Answer) 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.