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## Interview Questions to Prepare For...

### 1. Why should we hire you?

Briefly lay out your strengths, qualifications, and what you can bring to the table. Set yourself apart by telling the interviewer about qualities that are unique to you.

*Example: My background consists of 10 years leading a staff who increased productivity by 24% within a 12-month period.*

### 2. Why do you want to work here?

The interviewer wants to know if you have done your homework.

*Example: As a result of learning more about your business, company, and product(s) you offer and the company's profitability, my skills and contributions would be a fit here.*

### 3. What are your greatest strengths?

List 3 or 4. Hopefully, your strengths will be a match for the company and position you are interviewing for.

*Example: Some of my strengths include attention to detail, following instructions well, and keeping my immediate staff and supervisor informed.*

### 4. What are your greatest weaknesses?

Only mention one. Honestly state a short-coming you have had but are working on and turning into a strength.

*Example: I get nervous when speaking in front of a large group of people—even at staff meetings. I have done a couple of things to try to overcome this. I learned to prepare ahead of time if possible—for instance, if the agenda is sent out ahead of time, I brainstorm any questions or input I might have. The other thing is that we would have a refresher training during our manager meetings. I found that this was a great way for me to contribute to the meeting but was easier because it allowed me to prepare in advance. By doing these things—practicing—I have become much more comfortable speaking up.*

### 5. Why did you leave your last job?

Even if your last job ended badly, be careful about being negative in answering this question.

*Example: My time at ABC Company was very rewarding, however my leaving them was due to the lack of communication with my direct supervisor. I requested PTO before the next period and actually took it before it had been officially approved. This is something I had done prior to my new supervisor being promoted and did not think it was a big deal. Well, it was a big deal to her and she felt it necessary to separate me from the company. What I learned from this was to make requests sooner and wait until official approval has been granted.*

**6. Describe a problem situation and how you solved it.**

This does not have to be a job-related situation. What the interviewer is looking for is your ability to evaluate and solve a problem.

*Example: Being a senior, it was imperative for me to take a class that was required, before graduation. When registration came around, the class was filled up before I could sign up for the class. I found an underclassman who was taking the class as an elective, so I asked if they would mind giving up their slot so I could take the class in order to graduate. They agreed and enrolled in another elective that was scheduled at a better time for them anyway. WIN-WIN!*

**7. Tell me about a difficult employee with whom you've had to work with.**

*Example: During meetings, this employee was negative much of the time. One day I asked him if he was aware of this and they indicated that they were not. When I mentioned an example of their negativity, he explained that he did not like change and that would make him feel uneasy most of the time. When I suggested that we work together, during changes in procedure, he immediately indicated that he would like this and would have no reason to be negative in the future.*

**8. What would your previous supervisors say about you?**

*Example: They would agree that I am an honest employee who works hard to do things right the first time.*

**9. Has your work ever been criticized, or have you been told to improve your performance?**

Realistically, we all have at one time or another. This is not a bad thing, so pick one time where you were asked to "pick up the pace." Suggestion: pick a time where your idea was challenged, not your behavior.

*Example: I thought it would be good for all of my employees to take a break at the same time, you know, to build a stronger team. My supervisor did not think it was a good idea because it would leave no one at the front to help customers when they came in. Even though I had thought of this, because we are slow during the mid-afternoon hour, I thought it would be ok.*

**10. Tell me about yourself.**

The interviewer is trying to learn about you, professionally speaking. Pick a couple of points about yourself, your job experience, and what you hope to accomplish with your job.

*Example: My greatest joy in life comes from being my boy's dad. In addition to this, my work brings me great pleasure working with others and knowing that my efforts help them accomplish their goals.*