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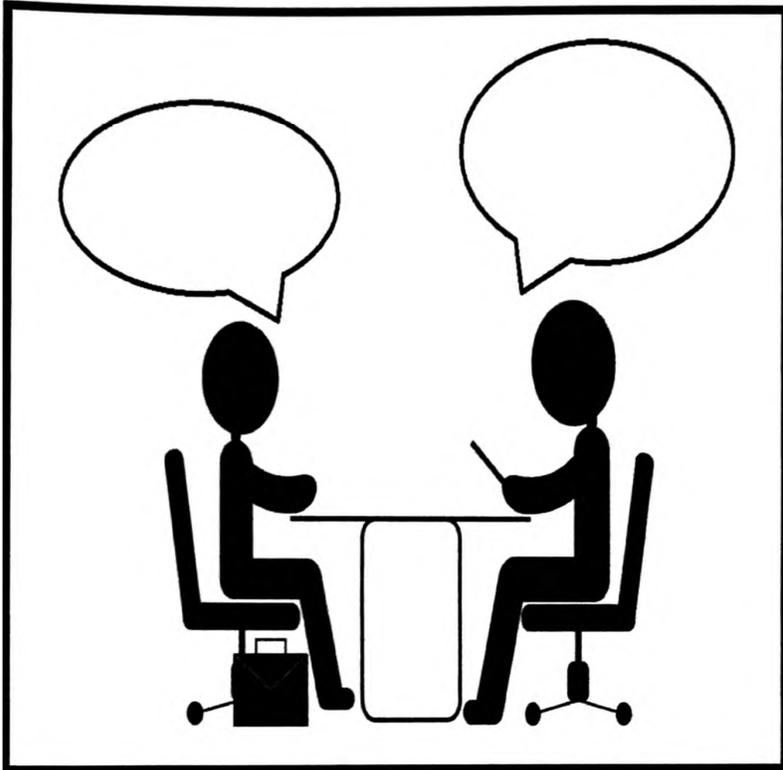
# The Job Interview

## WHAT WILL BE ASKED?

Name \_\_\_\_\_

Per. \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** For each box below, fill-in the text bubbles with a question that an interviewer may ask you and how you would respond to the question.



# The 10 Most Commonly Used Interview Questions

Name \_\_\_\_\_

Per. \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Read each question and the helpful hints, and write out a response to the questions as if you were in an interview.

## 1. What are your interests? or Tell me about yourself.

**Key:** This question is usually the first question asked and is used to get to know you. Focus on positive interests and activities.

Sample Response: *My interests are that I enjoy outdoor activities, and spending time with my friends and family.*

Your response to the question:

1.

## 2. What do you know about this company?

**Key:** This is where you will want to do some research and find out:

Sample Response: *I have learned that this is a growing company....*

- a) the size of the company.
- b) amount of employees.
- c) who the president of the company is.
- d) products or services offered.
- e) who their customers are.
- f) any other facts you might find interesting or important.

Your response to the question:

2.

## 3. Why should we hire you?

**Key:** This is one of the most important questions. You will want to sell yourself (not beg), showing them you will be a valuable asset to the business.

Sample Response: *You should hire me because I am a very responsible and honest worker. I have a strong work ethic, work well with others, and show up on time to work. I enjoy learning and the challenge of taking on new responsibilities.*

Your response to the question:

3.

**4. What is one of your greatest strengths?**

Sample Response: *One of my strengths is that I have a strong work ethic.*

**Key:** Focus on work related strengths such as:

- work well with others
- strong work ethic
- quick learner
- quality producer
- team player
- positive attitude

Your response to the question:

4.

**5. How do you handle conflict on the job?**

Sample Response: *I handle conflict by trying to work it out with the person. However, if am unable to resolve the problem I will ask for assistance from a manager.*

**Key:** You want to show the interviewer that you will not immediately go to the manager with a problem, but that you will try to resolve it yourself.

Your response to the question:

5.

**6. How long do you plan to work for this company?**

Sample Response: *I plan to work for this company for the long-term. I would like to advance within the company.*

**Key:** You want to send the message that you will be around for a long time.

Your response to the question:

6.

**7. What are your goals in life?**

Sample Response: *Two of my goals are to continue my education at a community college and buy a home.*

**Key:** Select goals that show you are mature, stable, and always improving yourself and skill set.

Your response to the question:

7.

### **8. What is your greatest weakness?**

**Sample Response:** *One of my weaknesses is that I can be too meticulous. I want things very clean and organized. However, I am working on improving it by learning to find the right balance.*

**Other examples of possible weaknesses disguised as strengths:**

- ✓ Workaholic
- ✓ Perfectionist
- ✓ People Pleaser

**Key:** Never say no or none. Select a weakness that is not serious and will not impact your ability at work. Also, inform them you are working on improving it. It is also recommended to select a weakness that is a strength in disguise.

Your response to the question:

8.

### **9. Tell me about a challenge you faced at work or in your life, and how you dealt with it.**

**Sample Response:** *One of the challenges that I faced was at school when I didn't make it on the soccer team. I was very disappointed but I didn't give up. I practiced even harder and joined a local soccer club. The following year, I tried out again for the school soccer team and made it. My senior year I became the captain of the team. I learned hard work and persistence pays off.*

**Key:** Interviewer wants to get a sense of how you will respond to challenging situations at work. This is an opportunity to show the interviewer that you are a problem solver and persistent. Don't make the story too long or depressing.

Your response to the question:

9.

**10. Do you have any questions for me?**

**Key:** Never say no and never ask how much the job pays.  
Ask at least one question.

**Sample Responses:**

*Are there opportunities for advancement in this company?*

*How do employees develop and learn?*

*Does the company provide training?*

*How are employees evaluated?*

*What has your experience been with this company?*

Your response to the question:

**10.**