Interview Preparation

Questions asked of you during an interview:

- Why are you interested in this position?
- What are your greatest strengths?
- What are your weaknesses, and how do you plan on improving on those weaknesses?
- Where do you see yourself in 5 years?
- What qualities do you believe you possess that make you a great fit for our company?
- What are your long term career goals, and how do you plan on achieving them?
- When were you faced with a strong challenge, and how did you overcome that challenge?
- How do you think a friend or professor who knows you well would describe you?
- In what ways have your college experiences prepared you for a career?
- Describe a contribution you have made to a project on which you worked.
- Describe a situation in which you worked as a team. What role did you take on? What went well and what didn’t?
- Describe a situation in which you had to work with a difficult person (another student, co-worker, supervisor, etc.) How did you handle the situation? Is there anything you would have done differently?
- What 2 or 3 things would be most important to you in your job?
- What do you know about our company?

Questions you should ask in an interview:

- What are the attributes that you look for when hiring?
- How did this opportunity become available?
- How are the employees evaluated and promoted?
- What is the potential for advancement?
- Can you describe your training program?
- How did you get started with this program?
- In your opinion, what is the best thing about working for your company?
- What separates top employees from average employees?
- When will you be making a hiring decision?
- How do we proceed from here? Or is there anything that would prohibit you from hiring me?
How to answer those tricky interview questions

Interviewer says: **Tell me about yourself.**

Remember, the interviewer is not interested in your personal life. They don’t want to know about your seven cats, or that you enjoy knitting. He or she is trying to figure you out professionally. They want to know information about you that relates to your qualifications for employment, such as education, work experiences, and extracurricular activities.

Interviewer says: **Why should I hire you?**

Nearly everyone says they are motivated and hardworking. Stick to your unique qualities to set you apart from all the other candidates. Show you know yourself, the field, organization, and the position. Briefly lay out your strengths/qualifications and what you can bring to the table.

Interviewer says: **What are your weaknesses?**

This is the question that candidates fear the most. The trick is, be honest about your weaknesses but demonstrate how you’ve turned them into strengths. This shows the interviewer you have the ability to recognize areas within yourself that need improvement, and the initiative to better yourself. Identify a weakness that you are working to correct and talk about how you are doing this. Explain how you seek out and work well with others who have strengths in your areas of weakness. Never say “I have no weaknesses!” Everyone has them.

Interviewer says: **Describe a problem situation and how you resolved it.**

This may be difficult to answer from the work environment point of view if you’ve had little work experience. Interviewers want to see that you can identify a problem, and think critically to develop a solution. Relate it back to college if needed. Perhaps you were a full time student, and also held a part time job leaving you little time to study. How did you resolve this issue realizing both your GPA and income are very important to you?

Interviewer says: **What accomplishment are you most proud of?**

Try to state an accomplishment that relates to the position you are applying for (if possible). Relate back to the qualities they are seeking in a candidate. Develop an example that demonstrates you can meet the company’s needs.

Interviewer says: **Why do you want to work for our company?**

Make sure you’ve done your research and have an answer for this one. Not having an answer is a good way to be crossed off a candidate list. Research the employer before you interview, and not the night before! Learn about the company’s mission, philosophy, products, locations, goals, previous growth record and growth plans. Give specific examples-- not “I hear this is a great place to work.”