



FAQ's in Interviews

Prior knowledge of possible questions the employer may ask enables you to be prepared and to include specific points that you would like to include in your answers. Think about the following questions and ask yourself “What does the employer REALLY want to know?”

- Tell me about yourself
- What are your short-term goals? How about two to five years from now?
- What do you consider your strengths and weaknesses?
- How would a friend or a teacher describe you?
- In school, which courses do you like best? Least? Why?
- What training or experience do you have that would prepare you for this position?
- Give an example of any major problem you faced and how you solved it.
- In your lifetime, what was your greatest success? Failure?
- Would you rather be in charge of a project or work on a team?
- Last month, how many days of work or school did you miss? Why?
- Why do you want to work for this company?
- What personal qualities could you bring to this job?
- Describe how you would deal with an unhappy customer or co-worker?
- Why should I hire you?



Questions You Can Ask

“ **Do you have any questions...?**” When you hear this, it is usually a sign that the interview is coming to a close and that you have one more chance to make your impression. The questions you ask should be pertinent to the position and show your enthusiasm and knowledge. Use the questions below to guide you in preparing your own.

- Why is this position available? (Is it a new job or was the former occupant promoted?)
- Do you have a copy of the detailed job description?
- Would you be able to describe a typical day on the job?
- What training programs do you have available for your employees?
- What are the chances for growth in this job and within the company?
- How are employees evaluated and promoted?
- What are the company's plans for the future?
- What do you like most about your organization?

REMEMBER, never ask about salary. If asked what salary you are expecting:

- It is to your advantage if the employer tells you the range first. Prepare by knowing the going rate in your area, and your bottom line. Be realistic when answering.
- If you are unable to find out the salary scale for this position, ask the interviewer what they would normally pay a person with your experience.