

## INTERVIEW QUESTIONS

An interview is a two-way exchange of information. Be prepared to respond to a series of questions from the interviewer to determine your suitability for the position. Develop a list of questions for the interviewer to determine if the position is an appropriate fit for you.

### Typical Interview Questions:

- ◆ Tell me about yourself.
- ◆ What do you perceive to be your greatest strength?
- ◆ What are your most important career accomplishments?
- ◆ What is the most difficult situation you have ever faced?
- ◆ What are your career goals?
- ◆ How do you cope with stressful situations?
- ◆ How do you see yourself working with others on the job?
- ◆ What are the things that motivate you?
- ◆ What do you value in a job?
- ◆ Why would you like to work for us?
- ◆ What do you want us to remember about you?

### Questions to Ask the Interviewer:

- ◆ What is the potential for personal and professional growth opportunities within the company?
- ◆ What are the long-term goals for the company?
- ◆ What are the positive aspects of working for this company?
- ◆ What challenges would I face within this position?
- ◆ Are you clear on typical job duties and responsibilities?
- ◆ How does the job fit into the structure of the organization?
- ◆ Usually, do NOT ask about salary in the first interview.
- ◆ Be sure to know what the next steps are after the interview. When will you be contacted? Do they want to follow up? How?

### When you leave the interview:

- ◆ Emphasize you are interested in taking process to next step and why you are the ideal candidate.
- ◆ Shake hands; make sincere eye contact and say, “thank you.”