

INTERVIEW QUESTIONS & ANSWERS

By Enhanced Education Group

Tough question No. 1: "Tell me about yourself."

This is usually the opening question in an interview and it's the perfect moment for you to toot your own horn -- not to tell your life history. Your answers should be a quick rundown of your qualifications and experience. Talk about your education, work history, recent career experience and future goals.

Suggested answer: "I graduated from University X and since then, I have been working in public relations with an agency where I have generated millions of PR hits for my clients. While I've enjoyed working on the agency side, I'm looking to expand my horizons and start doing PR for corporate companies such as this one."

Tough question No. 2: "Why did you leave your last job?"

This is your chance to talk about your experience and your career goals, not to badmouth a former boss or give a laundry list of reasons for your exit. Instead, focus on what you learned in your previous position and how you are ready to use those skills in a new position.

Suggested answer: "The Company just wasn't a good fit for my creativity, but I learned that organizations have distinct personalities just like people do. Now I know where I'll be a better fit."

"I do enjoy working at my current job. The culture and the people make it a great place to work. But I'm looking for more responsibility with new and fresh challenges. I have worked on and successfully completed several projects, from start to finish during the past two years. Currently, advancement opportunities are scarce at my current job. I don't mind a slowdown in pace from time to time, but it's important to me to keep my career continually moving in a forward direction that is consistent with my career goals."

Tough question No. 3: "Where do you see yourself in five years?"

Let the employer know that you're stable and you want to be with this company for the long haul. Keep your aspirations to take over the firm with which you are interviewing, own your own company, retire at 40 or be married with five children to yourself.

Suggested answer: "I want to secure a civil engineering position with a national firm that concentrates on retail development. Ideally, I would like to work for a young company, such as this one, so I can get in on the ground floor and take advantage of all the opportunities a growing firm has to offer."

Tough question No. 4: "What are your weaknesses?"

The key to answering this age-old question is not to respond literally. Your future employer most likely won't care if your weak spot is that you can't cook, nor do they want to hear the generic responses, like you're "too detail oriented" or "work too hard."

Respond to this query by identifying areas in your work where you can improve and figure out how they can be assets to a future employer. If you didn't have the opportunity to develop certain skills at your previous job, explain how eager you are to gain that skill in a new position.

Suggested answer: "In my last position, I wasn't able to develop my public-speaking skills. I'd really like to be able to work in a place that will help me get better at giving presentations and talking in front of others."

Tough question No. 5: "Why were you laid off?"

This question will become more common as the economy continues to slow down. It's a tough question, however, especially because many workers aren't told exactly why they were laid off. The best way to tackle this question is to answer as honestly as possible.

Suggested answer: "As I'm sure you're aware, the economy is tough right now and my company felt the effects of it. I was part of a large staff reduction and that's really all I know. I am confident, however, that it had nothing to do with my job performance, as exemplified by my accomplishments. For example..."

Tough question No. 6: "Tell me about the worst boss you ever had."

Never, ever talk badly about your past bosses. A potential boss will anticipate that you'll talk about him or her in the same manner somewhere down the line.

Suggested answer: "While none of my past bosses were awful, there are some who taught me more than others did. I've definitely learned what types of management styles I work with the best."

Tough question No. 7: "How would others describe you?"

You should always be asking for feedback from your colleagues and supervisors in order to gauge your performance; this way, you can honestly answer the question based on their comments. Keep track of the feedback to be able to give to an employer, if asked. Doing so will also help you identify strengths and weaknesses.

Suggested answer: "My former colleagues have said that I'm easy to do business with and that I always hit the ground running with new projects. I have more specific feedback with me, if you'd like to take a look at it."

Tough question No. 8: "What can you offer me that another person can't?"

This is when you talk about your record of getting things done. Go into specifics from your résumé and portfolio; show an employer your value and how you'd be an asset.

Suggested answer: "I'm the best person for the job. I know there are other candidates who could fill this position, but my passion for excellence sets me apart from the pack. I am committed to always producing the best results. For example..."

Tough question No. 9: "If you could choose any company to work for, where would you go?"

Never say that you would choose any company other than the one where you are interviewing. Talk about the job and the company for which you are being interviewed.

Suggested answer: "I wouldn't have applied for this position if I didn't sincerely want to work with your organization." Continue with specific examples of why you respect the company with which you are interviewing and why you'll be a good fit.

Tough question No. 10: "Would you be willing to take a salary cut?"

Salary is a delicate topic. In today's tough economy though, how much a company can afford to pay you might be the deal breaker in whether or not you are offered a position.

Suggested answer: "I'm making \$X now. I understand that the salary range for this position is \$XX - \$XX. Like most people, I would like to improve on my salary, but I'm more interested in the job itself than the money. I would be open to negotiating a lower starting salary but would hope that we can revisit the subject in a few months after I've proved myself to you."

QUESTION: Where would you like to be in your career five years from now?

Intent: Early in your career, interviewers want to get a sense of your personal goals, ambition, drive and direction. At mid-career, they will be listening for responses relevant to their needs.

Context: You'll need to decide how much to share. If you want to run your own business five years from now and need a certain kind of experience in a competitive company, don't reveal that goal. But if you want to become a VP by age 35 and are interviewing in a merit-based environment, go ahead and tell the interviewer.

Response: "My goal is to be a corporate VP by the time I am 35." Or you might give a more subjective answer: "In five years, I want to have gained solid experience in marketing communications and be developing skills in another marketing function."

QUESTION: Tell me about your proudest achievement.

Intent: This question, often worded as "significant accomplishment," ranks among the most predictable and important things you'll be asked. Interviewers want to hear how you tackled something big. It is vital you give them an organized, articulate story.

Context: This is a behavioral question -- meaning you're being asked to talk about a specific example from your professional history. Pick an example or story about how you handled a major project that is both significant to you and rich in detail.

Response: Set up the story by providing context. Recount the situation and your role in it. Next, discuss what you did, including any analysis or problem solving, any process you set up and obstacles you had to overcome. Finally, reveal the outcome and what made you proud.

QUESTION: Give me an example of a time when you had to think out of the box.

Intent: This is code for asking about your innovativeness, creativity and initiative. Interviewers want to learn about not only a specific creative idea but also how you came up with it and, more importantly, what you did with that insight.

Context: This is another behavioral question, and the example you select is critical. It should be relevant to the job you're interviewing for, and your impact in the story should be significant.

Response: Tell interviewers how you came up with a creative solution to a customer problem, improved an internal process or made a sale via an innovative strategy.

QUESTION: What negative thing would your last boss say about you?

Intent: This is another way of asking about your weaknesses.

Context: A good approach is to discuss weaknesses you can develop into strengths. However, do not say you work too hard or are a perfectionist. These answers are tired and transparent. Come up with something visible to a past boss that was perhaps mentioned in your performance reviews as a developmental area.

Response: "I don't think she would have called it negative, but she identified that I needed to work on being more dynamic in my presentation skills. I have sought out practice opportunities and joined Toastmasters. I have seen some real improvement."

QUESTION: What can you do for us that other candidates can't?

Intent: Some interview questions are more important than others. This is one of them. It's another way of asking, "Why should we hire you?"

Context: There are two nuances to this question. The first is asking you to compare yourself to other candidates -- usually a difficult if not impossible task. More importantly, the interviewer is asking you to articulate why you are special. Your response should sum up your main selling points, related specifically to the job requirements.

Response: Consider what you have to offer: past experience directly related to the job; specialized knowledge; relevant situational expertise and experience (growth, change, turnaround, startup); skills; networks; demonstrated commitment and enthusiasm for the business or your profession; future potential.

Create a list of four to six categories of reasons that best support and summarize your candidacy, and put them in logical order, along with supporting evidence for each reason. Most points should be backed up with follow-up information.

Questions to ask:

How would you describe a typical week/day in this position?

What are the biggest challenges the person in this position will face?

Can you give me an example of how you work collaboratively with other departments?

How do you envision this position supporting you?

How would you describe the culture here