

PREPARING FOR A JOB INTERVIEW GENERAL QUESTIONS FOR REVIEW

Before you go on a job interview, you need to practice talking about yourself, your education, and your work experience. Your interviewer will likely ask questions that cover the material listed below. So prepare your answers to these questions before a job interview:

- 1. Why did you choose a career in this field?*
- 2. What are your short-range career goals?*
- 3. Where do you see yourself in the next five years?*
- 4. Why are you applying for this position at our company?*
- 5. What interests you about our product or service?*
- 6. What particular skills, abilities, and qualities do you bring to the workforce?*
- 7. What are your weaknesses?*
- 8. What other skills would you like to develop in the future?*
- 9. Could you please expand on what you think your strengths are in this field?*
- 10. How would you describe yourself? What are things that motivate you?*
- 11. Describe a time when you had to deal with conflicting demands. How did you deal with the situation and what was the outcome?*
- 12. Tell me about an experience where you performed as part of a team? What was the situation? What was your role? What was the outcome of the situation? What abilities did you utilize in the team?*
- 13. How do you establish a working relationship with new people?*
- 14. Describe a challenge you have faced at work. What was the situation and how did you deal with the situation?*
- 15. Do you have an achievement of which you are particularly proud? What is it? Why is it significant to you?*
- 16. Our company has many research projects that you would be involved in. These projects often are viewed by both clients and the general public. So, a component of this job will involve that you work with clients, the general public and the media. How confident are you that you can help design and deliver information in a professional manner in this field? Please give some examples from your past work experiences?*
- 17. What computer programs would you use to write a report, enter research data, and to prepare presentations?*

18. *How do you work under pressure?*

19. *Are there any questions you have for me about the position or the company?*

20. *And last, why should we hire you?*

At this point in the interview, if you have any questions about the position (i.e. the company, your salary, etc.) that has not been answered before or during the interview, then you should ask these questions now! In addition, you must be sure to thank your interviewer for taking the time to interview you! Finally, you should send a thank you letter to the person for conducting the interview with you ASAP. Below are elements of an effective letter, and on the next page is a sample letter for you to use to help you design one.

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