

EMPLOYMENT INTERVIEWING

QUESTIONS INTERVIEWERS OFTEN ASK

During the interview process, employers are looking to gain as much information as possible on all applicants in order to make a hiring decision that will be most beneficial to them. This is the time where the applicant must show the employer that they match the job. How interviewing questions are answered could mean the difference between success and being screened out.

Below is a list of more common questions interviewers ask and how to effectively answer them.

- Q.** Describe yourself to me.
A. Use adjectives and then give an example of how each applies to you.
- Q.** Where or how did you hear about this opening?
A. Be specific. If a current employee of the company referred you, name them.
- Q.** What made you apply for this position?
A. Talk about what makes you qualified for the position.
- Q.** What can you bring to this company?
A. Talk about your skills and education.
- Q.** Tell me about your work history.
A. The interviewer wants a brief rundown of not only the jobs you've had but also the skills you've gained through those jobs.
- Q.** Tell me about a problem you once had on the job. How did you resolve it?
A. Be specific. The interviewer is wondering what process you go through to make a decision.
- Q.** What previous work experiences do you think prepare you for this position?
A. Try to draw something out of each of the positions you've listed on your resume.
- Q.** How would you describe an ideal Supervisor?
A. The way you describe this person may indicate the type of worker you will be, or what type of Supervisor you prefer working for.
- Q.** Are you more comfortable working in a team environment or on your own?
A. Employers need people who can work well both ways.
- Q.** Have you ever been fired?
A. Be honest. Interviewers can & will check your background.
- Q.** How well do you work under pressure?
A. Offer an example of a pressure situation that you handled well.
- Q.** What types of people do you have trouble working with?
A. Talk about character traits rather than gender or ethnic background.
- Q.** What are your own special abilities?
A. Focus on how your skills and abilities relate to the skills necessary for the position.
- Q.** Why should we hire you?
A. Allows you to state very clearly how well you are matched for the position.
- Q.** How soon can you start?
A. Try not to sound over anxious or desperate. Make sure you have everything in order so you can begin your new job without any outside distractions.
- Q.** Are there any questions you would like to ask me?
A. Avoid bringing up salary or benefits unless the interviewer starts discussing them first. Clarify any points of the job duties, etc that you are not clear on.