

Common Interview Questions (courtesy of: *The De Anza College, Occupational Training Institute*)

Most applicants glide into interviews with very little preparation. Planning your answers and mock interviewing will help you appear prepared and professional. Always consider your answers from the perspective of the interviewer. Take into consideration what type of information the interviewer wishes to extract. Whenever possible, try to make your answers applicable to the position and business for which you are interviewing. Below is a list of common questions to review prior to an interview:

- What are your future career goals and plans?
- What are your short and long term career goals?
- Why did you choose your particular field of work?
- How would you describe the ideal job for your following graduation?
- Tell me about yourself.
- What do you know about this position?
- Why are you interested in working for this company/organization?
- Tell me about your current/last position, and what you liked or disliked about it?
- What jobs have you held?
- Why did you leave your last position?
- Why did you choose this line of work?
- Why do you want to change careers?
- How did you learn about this company (job)?
- What skills and experience do you have which make you believe that you will be successful in this position?
- What are your expectations for a starting salary?
- What do you think determines a person's progress in a company or organization?
- Would you rather be in charge if a project or work as part of a team? Why?
- Describe the relationship that should exist between a supervisor and those reporting to him/her?
- How do you respond to instructions about how to do your work?
- What interests you about our products or services?
- What kinds of people do you find difficult to work with?
- How do you feel about routine work tasks? About a variety of work tasks?
- Are you willing to travel?
- When workload demands, are you willing to work overtime?
- You have not worked for quite some time. What have you been doing?
- What type of volunteer work have you done in the past?
- What awards or honors have you received?
- Have you traveled? Where?
- How do you spend your spare time?
- Can we contact your previous employers for recommendations?
- What can you offer to this company that will help it meet its goals?
- What do you consider to be your greatest strength/weaknesses?
- Tell me about a problem you encountered in your last position and how you handled it?
- Have you any supervisory or administrative experience?
- What are your expectations about advancing in the company (organization)?
- Are you willing to relocate if the company offers you a position in another office?
- What examples can you offer that demonstrate your initiative and willingness to work hard?