

Commonly Asked Interview Questions

Why do you want to work for this company?

Why should we hire you when we have applicants with more experience or better credentials?

(Emphasize your personal strengths that could be an advantage with this employer – hard worker, recent training, experience, open to new ideas, learn quickly.)

What are your goals for the future?

What do you see yourself doing in the next year? In five years? In 10 years?

What qualities do you have that other candidates may not have?

Would you relocate if we had another opening in another state? Another country? (If you are married and have children, your answer may be different than when you were single.)

Name someone you admire and why.

What is your greatest strength?

What is your greatest weakness?

How would you handle a customer who was yelling at you because you promised something you did not deliver?

Do you object to working overtime?

Would you object to being examined by a company physician? (some employers do require drug testing, and that is their legal right)

What kind of part time jobs, internships, or other experience have you had?

What were your major accomplishments in each of your past jobs?

Why did you change jobs?

What was a typical workday like?

Who was the toughest boss you ever worked for and why?

What were your major achievements in college?

What was your overall grade-point average? In your major?

If you got this position, what would you do to be sure you fit in?

If your supervisor gave you an assignment and then left town for two weeks, what would you do?

This is a large (or small) organization. Do you think you'd like that environment?

You are aware that a coworker is falsifying data. What would you do?

Your supervisor is dissatisfied with your work. You think it is acceptable. How would you resolve the conflict?

After completing a job, how would you evaluate it?

Describe someone whom you consider to be an excellent communicator. Explain your choice.

What was your college major and why did you choose it?

If you had it to do over again, would you choose the same major? Why?

Do you prefer to work by yourself or with others? Why?

What are some things you do in your spare time? Hobbies? Sports?

Were you active in any extra-curricular activities in college?

What college professors did you like the most? The least? Why?

Have you changed your major in college? Why?

What courses prepared you for this job?

Do you plan to continue your education?

Are you willing to travel?

How did you happen to apply for this job?

Do you consider yourself a team player? Describe your style as a team player.
How much money are you looking for? (Never give a set figure. After researching similar jobs in the industry, you should have an idea of a salary range.)
How much are you presently earning? (You can add the costs of benefits and perks if applicable.)
How did you finance your education?
Have you saved any money?
How much money do you expend to earn at age _____?
Tell me about yourself. (Have a 1-2 minute speech prepared which highlights your education, work experience and skills. Upon completing your speech, ask about the position for which you are applying.)

Questions to Ask

What will my duties be?
Why is this position open? Is this a new position? Did the person who had the position get promoted? Leave? If so, why?
What is it like to work for your company? Your department? (In terms of management practices, interpersonal relationships, work loads, expected performance, rewards)
What types of training are available here? Will I be allowed to take outside training? Will I be expected to take additional training?
Does the company promote from within? What are my chances of promotion from this position? Where could I be in the company in the next five years?
Who would be my immediate supervisor?
What is the organizational structure, and where does this position fit in?
Is travel required in this position?
What are housing conditions in the surrounding area?
How long do employees generally stay with your company?
What are the major challenges for a person in this position?
What can I do to make myself more employable to you?
What is the salary range for this position?
When will I hear from you regarding further action on my application?

Illegal Questions

Are you married, divorced, separated, or single?
Do you have any disabilities that would prevent you from doing this job? (However, it is legal to ask a specific question pertaining to the job, such as Can you lift 50-pound parcels from the floor of a loading dock onto a platform 3-feet off the ground for a period of 30-minutes at a time?)
What is your corrected vision? (It is legal to ask if you have 20/20 corrected vision.)
How much alcohol do you drink per week? (It is legal to ask, Do you drink alcohol?)
Have you ever been arrested? (It is legal to ask, Have you ever been convicted of a crime?)
How old are you? What is your date of birth? (It is legal to ask, Are you 18 years old or

older?)

Of what country are you a citizen? (It is legal to ask, Are you a citizen of the U.S.?)

What is your religious preference?

Do you have children?

Are you practicing birth control?

Are you living with anyone?

What is your sexual preference?

Do you own or rent your home?

How much do you weigh? How tall are you?

Have you ever walked out (quit) on a job with no notice?

16. Do you have reliable transportation?

17. Have you ever filed a worker's compensation claim? Give details.

Although these questions are illegal, you should be prepared to either answer them, or to derail the interviewer from asking such questions. You could ask what the answer to the question has to do with the responsibilities of the position.

Interview Don'ts

Don't

be negative about former jobs, employers, or coworkers.

be a threat to the interviewer by implying you want her/his job.

memorize answers to questions you should sound spontaneous.

arrive late or too early.

discuss controversial subjects.

smoke, chew gum, or do anything that is distracting, such as twisting your hair or wringing your hands.

emphasize salary or benefits.

be negative about yourself. (If you are, then they will be also.)

interrupt.

accept a job immediately after receiving an offer.

accept an offer until you have completed all your scheduled interviews.