



Common Questions

Tell me about yourself.

give a brief description of your work and educational experience

What made you interested in this position?

be honest, flexibility, upward mobility, good schedule, good work environment

Do you have prior experience in the field?

basically yes or no, then describe it, if no, talk about how other jobs prepared you for that position

What is your educational background?

explain your education, you can also add any special areas of focus

What would you consider to be one of your strengths?

be honest, don't brag, choose one that would make you beneficial to the position

What skills/abilities will you bring to this position?

what do you already know that can be applied to the position

What would be a skill or trait that you need to improve?

this is a loaded question, they also may ask what your weakness is, describe something you can work around, or that in certain contexts it can be a positive, for example, being a perfectionist, taking on a lot of things at once, etc.

What have you learned from the companies you have worked for?

this is pretty simple, saying something is better than nothing, the best is something that relates to the position you are applying for

Is there any type of work you would refuse to do?

this is another dangerous question, the answer should be no, but if there is something make sure it is something you would not be doing at that company, otherwise there is no point in applying for the job

Is there any type of person you would refuse to work with?

this should always be no, unless you're racist or prejudiced in some other way, then you should know well enough to keep that to yourself

What have you disliked about prior jobs?

this should also be no, unless there was something obviously wrong with the work, such as ethics or moral conflicts, never tell an interviewer that you disliked something a supervisor or manager did, it never goes over well and you look like you're disrespectful



Have you ever had a conflict with a co-worker or supervisor?

some people say no to this, but that doesn't seem realistic, bring up an instance where a co-worker did something wrong and you came out looking good, again, don't talk about a situation where you made a supervisor look bad, if you had a conflict with a supervisor, you should always talk about going through the chain of command, talk with that supervisor, then a higher up supervisor, never talk about gossiping with co-workers, or making accusations behind someones back

How did you remedy that conflict?

see above, remember, use a situation where you look good

What would you do if you found out that a supervisor was doing something unethical or against company policy?
again, talk about the chain of command, try to talk things over with that supervisor, then if that doesn't work, go to a different supervisor, or a higher one, you need to show that you're willing to fix problems fairly, without making broad accusations

What would your ideal manager/supervisor be like?

another loaded question, don't talk about having a permissive supervisor, or one that lets you get away with everything, don't talk bad about prior supervisors, just talk about having a supervisor that is willing to listen and is available, an all around good leader

More In-Depth Questions

I noticed some gaps in your resume. Could you explain what those are from?

be honest, especially now with the job market, it's not that weird to be out of work, don't say family issues unless it's really the reason, just say that you've been looking for work, and have been either doing small jobs in the meantime or working on education

What were your expectations regarding your salary?

this usually does not come up, if you have a bottom pay you want to make, admit to it, don't throw out a high number looking to impress someone, you can always haggle once things are looking more positive

What benefits were you looking for?

again, this is stuff that can be brought up later on in the process, just say what you want, don't expect anything extraordinary

Why did you leave your last job?

be honest because they can always call the job and ask, usually just say that you left the job because a better opportunity opened up, always say that you're looking for a nice steady job where you can work your way up, or at least have some consistency



How long would you expect to stay in this position?

forever, at least that's what they want to hear, talk about wanting stability and some possibility to move up within the company, companies like go-getters

Have you ever been in a position where you had to take on a leadership role?

may or may not have happened, if it has happened talk about how it worked out well, and what you learned from it

Could you describe one time you added something to your position?

Ways that you have sought to improve the position or company.

it's good to have something to answer here, talk about being praised for a good idea, or how others copied something that you were doing, showing mistakes of the company are not a good thing to bring up, the best would be a circumstance where you saved time or money for the company

What do you do to keep abreast of developments in this field?

Any ongoing trainings?

you should bring up something, whether it is taking classes or trainings, or simply reading up on manuals or relevant publications

What schedule are you willing to work?

Are you willing to work on holidays, weekends, nights, or overtime?

be honest, don't make promises you can't keep, but remember, you may be passed over if you're not flexible so only list days or times you definitely can not work

Where do you see yourself five years from now?

doing well, smarter, more stable, possibly working for this same company but maybe in a higher position

Do you have any questions for me?

have some general questions prepared, maybe ask about the position itself or about some of the things the company does, you can always ask about the history of the company

What do you know about this field?

you should know something, you can again talk about your personal experience



Wrong Questions

you should never discuss things relating to your personal life, say that you just want to focus on the position and your prior work experience, that should be enough to redirect the interviewer, if not, ask the question right back to the interviewer, that should definitely redirect them, "I'm not sure that question is really important right now," "are you ____?"

Are you married?

should not be asked, but may come up through small talk, answer if you feel like it, otherwise bounce it back

Do you have any children?

again, should not be asked, but might come up

Are there any personal concerns that may affect your ability to perform your job?

this question could be fishing for personal issues that make you a liability, it can also be a way of showing a prejudice towards a race, ethnicity, sexual orientation, disability, or religion, dodge it, only admit it if there is an obvious reason why you can't do the work, which means that you should not be applying for the job in the first place

Where are your people from?

just a dumb question, should never be asked, probably looking for a reason to dislike you, dodge it, DO NOT ANSWER

Would there be any restrictions between your religious practices and your work schedule?

another prejudiced question, but sounds relevant, DO NOT ANSWER