

Interview Questions **and Answers**

Job interviews are always stressful - even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared. Take the time to review the "standard" interview questions you will most likely be asked. Also review sample answers to these typical interview questions.

Then take the time to research the company. That way you'll be ready with knowledgeable answers for the job interview questions that specifically relate to the company you are interviewing with.

Interview Questions: Work History

Name of company, position title and description, dates of employment.

Best Answers : Interviewers expect a candidate for employment to be able to review their work history in detail. Be prepared to tell the interviewer the names of the companies you worked for, your job title, your starting and ending dates of employment, how much you earned and what your job entailed.

You'd be surprised how many job applicants fumble when asked about prior employment. Don't be one of them! Refresh your memory prior to the interview by reviewing your resume, so, you can speak about your prior work history in detail and accurately.

If you don't have a resume, make sure what you tell the interviewer matches what you filled out on your job application. The best way to prepare is to download a sample job application ahead of time. Complete the sample application and bring it with you when you are applying for employment. This way you will be able to copy the information rather than having to remember dates and other employment information.

What were your expectations for the job and to what extent were they met?

In many cases, interviewers will want to know what you expected from your last job when you were hired, so, be prepared to answer the interview question "What were your expectations for the job and to what extent were they met?"

There isn't a right or wrong answer to this question. The best way to respond is to discuss what you expected when you took the job and give examples of how the position worked out for you. If the job wasn't exactly what you expected, it's fine to mention that. However, you should focus on the job itself, not the company, your boss, or your co-workers (if they were a problem). Do be careful how you answer and don't focus too much on the negative. Instead, address the highlights of the job.

When responding, be specific. Prepare some examples to share with the interviewer in advance. For example, if your job involved creating web applications using Cold Fusion, discuss the specific programs you developed and the responsibilities you were given. If you were provided training and opportunities for professional development to help you achieve your goals, mention that, as well.

What were your responsibilities?

When you are asked questions related to your current or previous positions, it's important to be specific and to be positive about what you did in your previous position(s).

The best way to respond is to describe your responsibilities in detail and to connect them to the job you are interviewing for. Try to tie your responsibilities in with those listed in the job description for the new position. That way, the employer will see that you have the qualifications necessary to do the job. Focus most on your responsibilities that are directly related to the new job's requirements.

It's also important to be honest. Don't embellish your job, because you don't know who the hiring manager will be checking with when they check your references.

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What major challenges and problems did you face? How did you handle them?

When asked the job interview question "How did you handle a challenge?" be sure to include specific examples of how you handled a particular difficult situation. Discuss how you researched the issue and contributed to finding a solution. Examples of good responses include:

- During a difficult financial period, I was able to satisfactorily negotiate repayment schedules with multiple vendors.
- When the software development of our new product stalled, I coordinated the team which managed to get the schedule back on track. We were able to successfully troubleshoot the issues and solve the problems, within a very short period of time.
- A long-term client was about to take their business to a competitor. I met with the customer and was able to change how we handled the account on a day-to-day basis, in order to keep the business.

What did you like or dislike about your previous job?

When you're asked what don't like about your previous job, don't be too negative. The reason is that you don't want the interviewer to think that you'll speak negatively about the new job or the company when you're ready to move on, if you get this job. Rather, it makes sense to talk about yourself and what you're looking for in a new role.

Sample Answer

I enjoyed the people I worked with. It was a friendly and fun atmosphere and I actually enjoyed going into work each morning. I felt the leadership team was great as well. They knew all of their employees on a first name basis and tried to make those personal connections. I also enjoyed that fact that the office tried to do community outreach with local organizations.

One of the reasons I am leaving is that I felt I was not challenged enough at the job. As a fresh face in the working world, the company offers a great opportunity for a good entry level position, however, after being there for so many years, I felt I was not able to reach my full potential because of the lack of challenge and there was no room for advancement in the company. While I did enjoy working there and appreciate the skills I developed while with the company, I feel my skill set can be better utilized elsewhere, where my capabilities are more recognized and there is the opportunity for growth.

What was the biggest accomplishment / failure in this position?

Your potential employer will want to know what you accomplished, and what you didn't, in your current or last position. The best way to respond is to give an example of something you accomplished that is directly related to the job you are interviewing for. Review your resume and review the job posting. Find the best match and use that to show how what you accomplished will be beneficial to the company you are interviewing with. If you wrote a [targeted cover letter](#) when applying for the job use the information you included to create your response. For example, if you are interviewing for a job at a school where you will need to manage student registration, explain to the interviewer how you registered students for courses, designed and managed registration software, and solved customer problems.

If you didn't fail at anything, say so. If you can think of an example, be sure that it's a minor one and turn it into a positive. For example, if you were working on a project that was behind deadline, explain to the interviewer how you adjusted the workload and the timeline to get back on track and ahead of schedule.

Questions about your supervisors and co-workers.

Job Interview Questions About Co-Workers and Supervisors and Sample Answers

For the most part, the following questions may be asked to determine if you are a team player. Take a few seconds, when asked a difficult question, before you answer. An interviewer is not expecting you to have a ready answer. However, the Boy Scout Motto - Be Prepared - certainly applies here as well.

Tell me about a time when you had to deal with a co-worker who wasn't doing his/her fair share of the work. What did you do and what was the outcome?

I worked closely with Ann who, for the most part, always carried her fair share of the work load. During a stressful time, working on a project with a deadline, I realized Ann's contributions to the project were almost minimal. I made the decision to wait until after the project to speak with her. I'm glad I did, because I learned she'd been going through a very tough time in her personal life and she appreciated my willingness to go the extra mile so the project was completed on time. As a result, our ability to work well together significantly increased.

Give me an example of a time when you took the time to share a co-worker's or supervisor's achievements with other?

At my most recent position, one of my co-workers, Dan, did an outstanding job of calming an irate customer, solving the customer's problem and completing a sale. When our boss asked me how things were going, I told him everything was going fine and that Dan had just completed calming an irate customer and closing a sale. It was a win-win-win- for our boss, Dan and the customer.

Tell me about a time that you didn't work well with a supervisor. What was the outcome and how would you have changed the outcome?

Early in my career, I had a supervisor (Judy) who was in a fairly good mood on Monday, but it deteriorated each day until by Friday, the supervisor was finding fault with everything I did. I didn't realize, until I left that position, that I had been a contributor to the decline in her mood. Judy would ask me how my weekend was (on Monday) and during the week she would ask how it was going. I would tell her how much fun I was having (I was single) and how I was looking forward to the weekend plans. After I left, I realized my life was in complete contrast to hers and I reminded her of it almost daily. When she asked the questions, I should have had a quick answer, and then asked her how she was doing!!!!

Have you worked with someone you didn't like? If so, how did you handle it?

Yes, I've worked with someone whom I found difficult to like as a person. However, when I focused on the skills they brought to the job, their ability to solve problems and the two things I did appreciate, slowly my attitude towards them changed. We were never friends, but we did work well together.

Tell me about a time that you helped someone.

Most recently, we had a new hire (Paul) that was really struggling with getting to work on time, and I knew the boss (Harry) was getting irritated. Over lunch one day I explained to Paul how important it was to our boss for everyone to be there at least 10 minutes early. It was personal with the Harry, but you could really get on his bad side when you were frequently late. The new employee was grateful for the advice. At his previous employment, the boss was only concerned about the work getting done on time; he/she did not "watch the clock".

Tell me about a time that you misjudged a person.

There was a long-time employee (George) at my second company who was very gruff when he spoke to me. At first, I went out of my way to win the George's approval. Then I realized that was compounding the problem. So I observed how he interacted with other employees and discovered I wasn't alone. He was gruff to most people. I quit trying to gain his approval and, in the process, discovered he'd learned his behavior from a former boss he'd had whom he admired.

How do you get along with older (younger) co-workers?

Suggested answer if your co-workers are older: There are times when I just know that a new way of doing something makes more sense to me; but, first hand, I learned that my "better way" may not be the best way to get the job done. As a consequence, I respect my older co-workers knowledge and I've learned how to make a suggestion at the appropriate time.

Suggested answer if your co-workers are younger: I quickly realized it was not my job to "parent" the younger people with whom I work; it was my job to get to know them and for us to find common ground where we could effectively work together. It took time, but the result was worth the effort.

What do you expect from a supervisor?

I appreciate a work environment where supervisors try to make personal connections with their employees.

In my last job, I liked the fact that management did not show favoritism and they were understanding of employees needs, as well as their strengths. Of course, these things take time to know, but I would want my supervisor to try to know me in that way. I would like to be able to go my manager if I have an issue or idea and to be able to feel comfortable to expressing my thoughts. I would also expect my supervisor to be open and honest with me and to let me know if there is anything I could do to improve upon or do differently in my work.

Why are you leaving your job?

One of the questions that is typically asked in an interview is "Why are you leaving your job?" or "Why did you leave your job?" if you have already moved on. If you were fired from your job, use these answers to respond. If you left of your own accord, review these suggestions on how best to answer and tailor your response to meet your particular situation. Be direct and focus your interview answer on the future, especially if your leaving wasn't under the best of circumstances.

Don't Badmouth Your Boss

Regardless of why you left, don't speak badly about your previous employer. The interviewer may wonder if you will be bad-mouthing his company next time you're looking for work. I once interviewed a person who told me that her last employer was terrible. They didn't pay her enough, the hours were awful and she hated the job. That company happened to be my company's biggest, and most important, customer. And there is no way I would have hired someone who felt that way, justified or not, about our valuable client. So, she gave up any opportunity of getting the job as soon as she answered the "Why did you leave?" question.

Prepare answers to typical job interview questions, like this one, in advance. Practice your responses so you sound positive, and clear, about your circumstances and your goals for the future.

Sample answers to the interview question "Why did you leave your job?"

- I found myself bored with the work and looking for more challenges. I am an excellent employee and I didn't want my unhappiness to have any impact on the job I was doing for my employer.
- There isn't room for growth with my current employer and I'm ready to move on to a new challenge.
- I'm looking for a bigger challenge and to grow my career and I couldn't job hunt part time while working. It didn't seem ethical to use my former employer's time.
- I was laid-off from my last position when our department was eliminated due to corporate restructuring.
- I'm relocating to this area due to family circumstances and left my previous position in order to make the move.
- I've decided that is not the direction I want to go in my career and my current employer has no opportunities in the direction I'd like to head.
- After several years in my last position, I'm looking for an company where I can contribute and grow in a team-oriented environment.
- I am interested in a new challenge and an opportunity to use my technical skills and experience in a different capacity than I have in the past.
- I recently received my degree and I want to utilize my educational background in my next position.
- I am interested in a job with more responsibility, and I am very ready for a new challenge.
- I left my last position in order to spend more time with my family. Circumstances have changed and I'm more than ready for full-time employment again.
- I am seeking a position with a stable company with room for growth and opportunity for advancement.
- I was commuting to the city and spending a significant amount of time each day on travel. I would prefer to be closer to home.
- To be honest, I wasn't considering a move, but, I saw this job posting and was intrigued by the position and the company. It sounds like an exciting opportunity and an ideal match with my qualifications.
- This position seemed like an excellent match for my skills and experience and I am not able to fully utilize them in my present job.
- The company was cutting back and, unfortunately, my job was one of those eliminated.

Job Interview Questions About You

What is your greatest weakness?

When you're asked what your greatest weakness is, try to turn a negative into a positive. For example, a sense of urgency to get projects completed or wanting to triple-check every item in a spreadsheet can be turned into a strength i.e. you are a candidate who will make sure that the project is done on time and your work will be close to perfect.

Note that the term "weakness" isn't used in the sample answers - you always want to focus on the positive when interviewing.

Sample Answers

- When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.
- Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.

- I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.
- I used to wait until the last minute to set appointments for the coming week, but I realized that scheduling in advance makes much more sense.

What is your greatest strength?

This is one of the easier interview questions you'll be asked. When you are asked questions about your strengths, it's important to discuss attributes that will qualify you for the job. The best way to respond is to describe the skills and experience that directly correlate with the job you are applying for.

Sample Answers

- When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.
- I have exceeded my sales goals every quarter and I've earned a bonus each year since I started with my current employer.
- My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.
- I pride myself on my customer service skills and my ability to resolve what could be difficult situations.

Describe a typical work week.

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions.

It should be obvious that it's not a good idea talk about non-work related activities that you do on company time, but, I've had applicants tell me how they are often late because they have to drive a child to school or like to take a long lunch break to work at the gym.

Keep your answers focused on work and show the interviewer that you're organized ("The first thing I do on Monday morning is check my voicemail and email, then I prioritize my activities for the week.") and efficient.

Do you take work home with you?

Do you take work home with you is a tricky question, be ready. The longer the answer, the bigger the hole you've dug.

Best Answer

When I need to, no problem. I realize the importance of meeting deadlines and getting work done on time.

How many hours do you normally work?

Be careful before you answer questions about how many hours a week you work. You don't want to be construed as a slacker or as someone who works too many hours. At some companies, the norm is a 40 hour week and everyone goes home on time. At others, everyone might work 50 or 60 hours a week.

However, working a lot of hours isn't necessarily a good thing - it could mean you're not productive enough to get the job done in a reasonable amount of time.

So, unless you're sure about the company culture and expectations, the safest answer is not to mention a certain number of hours. Rather, mention that you work as much as necessary to get the job done.

How would you describe the pace at which you work?

When you're asked to describe the pace at which you work, be careful how you respond. This is another question where faster isn't necessarily better. Most employers would rather hire employees who work at a steady pace. Someone who is too slow to get the job done in a reasonable time frame isn't going to be a good hire. Neither is a candidate who works frenetically all day.

Options for answering this question include saying that you work at a steady pace, but usually complete work in advance of the deadline. Discuss your ability to manage projects and get them done on, or ahead, of schedule. If you work at a job where you have set criteria (i.e. number of calls made or responded to) that measures accomplishments, discuss how you have achieved or exceeded those goals.

How do you handle stress and pressure?

A typical interview question, asked to get a sense of how you handle on-the-job stress, is "How do you handle pressure?" Examples of good responses include:

- Stress is very important to me. With stress, I do the best possible job. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive.
- I react to situations, rather than to stress. That way, the situation is handled and doesn't become stressful.
- I actually work better under pressure and I've found that I enjoy working in a challenging environment.
- From a personal perspective, I manage stress by visiting the gym every evening. It's a great stress reducer.
- Prioritizing my responsibilities so I have a clear idea of what needs to be done when, has helped me effectively manage pressure on the job.
- If the people I am managing are contributing to my stress level, I discuss options for better handling difficult situations with them.

It's a good idea to give examples of how you have handled stress to your interviewer. That way, they get a clear picture how well you can work in stressful situations.

What motivates you?

There isn't a right or wrong answer to interview questions about what motivates you. The interviewer is trying to understand the key to your being successful in the job he is interviewing for, and wants to make sure it's a good fit. Consider, in advance of interviewing, what actually does motivate you and come up with some specific examples to share during the interview.

Your response will vary based on your background and experiences, but, you will want to share your enthusiasm and what you like(d) best about your job. Here are some examples:

- I was responsible for several projects where I directed development teams and implemented repeatable processes. The teams achieved 100% on-time delivery of software products. I was motivated both by the challenge of finishing the projects ahead of schedule and by managing the teams that achieved our goals.
- I've always been motivated by the desire to do a good job at whatever position I'm in. I want to excel and to be successful in my job, both for my own personal satisfaction and for my employer.
- I have always wanted to ensure that my company's clients get the best customer service I can provide. I've always felt that it's important, both to me personally, and for the company and the clients, to provide a positive customer experience.
- I have spent my career in sales, typically in commission-based positions, and compensation has always been a strong factor in motivating me to be the top salesperson at my prior employers.

What are your salary expectations?

Before you start talking pay (and salary negotiations) with a prospective employer, you need to find out how much the job (and you) are worth. You will need to take the time to research salaries, so, you are prepared to get what you're worth and a job offer that's realistic and reasonable.

Salary Negotiations

Once you know what you *should* be earning, how do you go about getting it? Start by being very patient. When interviewing for a new position, do your best not to bring up compensation until the employer makes you an offer. If you're asked what your salary requirements are, say that they are open based upon the position and the overall compensation package. Or tell the employer you'd like to know more about the responsibilities and the challenges of the job prior to discussing salary. Another option is to give the employer a salary range based upon the salary research you've done up front. Once you've received the offer you don't need to accept (or reject) it right away. A simple "I need to think it over" can get you an increase in the original offer.

And if you're ambivalent about the position a "no" can bring you a better offer too. I turned down a position I knew I didn't want, regardless of salary, and received three follow-up phone calls upping the compensation package. Be careful though, if you do definitely need that new job there's a risk that the employer may accept your declining the position and move on to the next candidate.

Negotiating a Raise

If you are currently employed and want a raise, start by being prepared. Gather your salary survey information, recent performance appraisals that document the job you're doing, and any other relevant information. Be aware of company policy regarding

compensation. Some employers are limited by budget constraints and can only give raises at certain times of the year, regardless of the circumstances. Have a clear idea of what you want. Determine the salary range you're looking for and justification for the increase and have both ready to review with your supervisor. Be flexible. Would you consider an extra couple of weeks vacation instead of a raise? I know someone who's regularly taken time-off instead of money and now has six vacation weeks a year... Then, ask your supervisor for a meeting to discuss salary. Present your request, supported by documentation, calmly and rationally. Don't ask for an immediate answer. Your boss is mostly likely going to have to discuss it with Human Resources and/or other company managers.

Despite your best efforts, there may simply not be enough money in the budget to increase your salary or compensation package offer. The company may also not want to create inequities by paying one person more than others in a similar position. In that case, you can at least know you tried. Plus, if this is a job you really think that you're going to love, consider whether the company culture, the benefits, and the job itself are worth it - regardless of the salary.

What do you find are the most difficult decisions to make?

There is no right or wrong answer to questions like "What are the most difficult decisions to make?" or "Describe a difficult work situation / project and how you overcame it." These are behavioral interview questions designed to discover how you handled certain situations. The logic behind these type of questions is that how you behaved in the past is a predictor of what you will do in the future.

Give concrete examples of difficult situations that actually happened at work. Then discuss what you did to solve the problem. Keep your answers positive ("Even though it was difficult when Jane Doe quit without notice, we were able to rearrange the department workload to cover the position until a replacement was hired.") and be specific. Itemize what you did and how you did it.

The best way to prepare for questions where you will need to recall events and actions, is to refresh your memory and consider some special situations you have dealt with or projects you have worked on. You can use them to help frame responses. Prepare stories that illustrate times when you have successfully solved a difficult situation.

Tell me about yourself.

You walk into the interview room, shake hands with your interviewer and sit down with your best interviewing smile on. Guess what their first question is? "Tell me about yourself."

Do you "wing it" and actually tell all manner of things about yourself? Will you spend the next 5 minutes rambling on about what an easy-going, loyal, dedicated, hard working employee you've been? If this is the case, you stand a good chance of having bored your interviewer to death thus creating a negative first impression.

Because it's such a common interview question, it's strange that more candidates don't spend the time to prepare for exactly how to answer it. Perhaps because the question seems so disarming and informal, we drop our guard and shift into ramble mode. Resist all temptation to do so.

Your interviewer is not looking for a 10-minute dissertation here. Instead, offer a razor sharp sentence or two that sets the stage for further discussion and sets you apart from your competitors.

Your Unique Selling Proposition (USP)

Give them "your synopsis about you" answer, specifically your Unique Selling Proposition. Known as a personal branding or a value-added statement, the USP is a succinct, one-sentence description of who you are, your biggest strength and the major benefit that a company will derive from this strength. Here is an example of a Unique Selling Proposition: "I'm a seasoned Retail Manager strong in developing training programs and loss prevention techniques that have resulted in revenue savings of over \$2.3Million for (employer's name) during the past 11 years."

What a difference you've made with this statement. Your interviewer is now sitting forward in her chair giving you her full attention. At this point, you might add the following sentence: "I'd like to discuss how I might be able to do something like that for you." The ball is now back in her court and you have the beginnings of a real discussion and not an interrogation process.

Be Specific

The key is that you must lead with your strongest benefit to the employer. Be specific and don't wander about with some laundry list of skills or talents. Be sure to put a monetary value on your work if at all possible and be ready with details when you're called upon. Give an estimated value to the \$\$ you've either helped to make or save for your employer.

Be Prepared

When you walk into an interview, remember to always expect the "tell me about yourself" question. Prepare ahead of time by developing your own personal branding statement that clearly tells who you are, your major strength and the clear benefit that your employer received. The advantages of this approach are that you'll quickly gain their attention and interest them in knowing more. You'll separate yourself from your competitors. You'll also have a higher chance of being positively remembered and hired.

What has been the greatest disappointment in your life?

Your response to the question "What has been the greatest disappointment in your life?" will help the interviewer determine how easily you are discouraged.

Best Answer

If possible, tell about a personal disappointment i.e. the early death of a parent, child, or school friend. Believe it or not, it is okay to have not had a "greatest" disappointment.

What are you passionate about?

When you're asked what you're passionate about during a job interview it's a good opportunity to share what is important in your life. It's also an opportunity to show your dedication and what's important to you.

Your response doesn't need to be work focused, but do be sure that what you share isn't something that could potentially cut in to your working hours.

For example, you don't want to say that you're a mountain climber with the goal of climbing Mountain Everest or that you're getting ready for the Tour de France or looking to spend the winter skiing in Aspen.

Sample Answers: What Are You Passionate About?

- One of my greatest passions is helping others. When I was younger, I've enjoyed helping mom with household repairs. As I grew older, that habit grew and I desired to help others as well. I like helping people find solutions that meet their specific needs.
- I'm passionate about painting. I take an evening art class once a week and try to find time each weekend to paint. Painting is a good way for me to relax and even though I don't have much talent, I do it and enjoy it.
- I lost my father to pancreatic cancer and ever since then, I have spent time volunteering to help raise awareness and funding for cancer research. I volunteer for PanCan, the advocacy group, and I'm part of their volunteer network. One of the things I'm passionate about is to assist in finding a cure, however I can.
- I'm passionate about making a difference. When I'm involved with a project at work I want to do my best to achieve success. I feel the same way about what I do in my personal life.
- I'm an avid skier and I like to spend weekends and vacations on the ski slopes.

What are your pet peeves?

Your response to the question "What are your pet peeves?" will help the interviewer determine if you would be a good fit with the company culture.

Best Answer

I do not have a pet peeve. If something is bothering me, I step back, analyze "why" and find a good solution. If you asked my teenage daughter she would tell you my pet peeve is the volume on her radio!

What do people most often criticize about you?

The interview question "What Do People Most Often Criticize About You?" is asked to find out how sensitive to you are.

Best Answers

There's no on-going criticism. I'm open to personal and professional growth and welcome the opportunity to improve.

If humor is appropriate, this is a good time to use it. Example: I have a teenage daughter - few things I do are okay on her radar screen.

When was the last time you were angry? What happened?

When the interviewer asks "When Was The Last Time You Were Angry? What Happened?" he or she wants to know if you lose control. The real meaning of the word "angry", to an interviewer, is loss of control and it's important to know how you handle situations when you're angry.

Best Answer

Anger to me means loss of control. I do not lose control. When I get stressed, I step back, take a deep breath, thoughtfully think through the situation and then begin to formulate a plan of action.

If you could relive the last 10 years of your life, what would you do differently?

When asking what you would do if you could relive your life, the interviewer is looking for a flaw in your interview. Always remember, the goal for the first few interviews is to get the next interview. For the interviewer, it is to weed out as many applicants as possible. Here's where a personal answer could work.

Personal Answer

I lost my mother to Alzheimer's. I wish I'd known more about the disease to help me through that difficult time.

Non-personal Answer

Really, nothing. I've learned from each experience I've had.

If the people who know you were asked why you should be hired, what would they say?

When the interviewer asks "If the people who know you were asked why you should be hired, what would they say?" he or she wants to know what your perception is of what others think about your qualifications and abilities.

Best Answer

I'm sure if you asked my friends that question they would say you should hire me because I have the skills outlined in the job description and I bring 10+ years of expertise to this position. Words they've used to describe me are: hard working, professional, trusted and a team player.

Do you prefer to work independently or on a team?

When the interviewer asks "Do you prefer to work independently or on a team?" he or she wants to know if you're a team player or would rather work on your own.

Best Answers

I am equally comfortable working as a member of a team and independently. In researching the LMN company, your mission statement and the job description, I could see similarities to my previous position where there were some assignments that required a great deal of independent work and research and others where the team effort was most effective. As I said, I'm comfortable with both.

In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments. I'm very comfortably working on a team, but I can also work independently, as well.

Give some examples of teamwork.

A typical interview question to discover how well you would work with other people is "Give some examples of teamwork."

Companies, for the most part, do not want "Lone-Rangers" - they are looking for employees who will adapt to the company culture and get along with others.

Sample Answers

In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments.

In my last position, I was part of a software implementation team. We all worked together to plan and manage the implementation schedule, to provide customer training, and ensure a smooth transition for our customers. Our team always completed our projects ahead of schedule with very positive reviews from our clients.

What type of work environment do you prefer?

I can be flexible when it comes to my work environment. What is the environment in the Engineering department here at RRS, Inc? (Once they've described the work environment, include key phrases they've used when you describe your preferred work environment).

How do you evaluate success?

I evaluate success in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the GGR company is recognized for not only rewarding success, but giving employees opportunity to grow as well. After work, I enjoy playing softball, so success on the field is catching the winning pop-up.

If you know your boss is 100% wrong about something how would you handle it?

The question "If you know your boss is 100% wrong about something, how would you handle this?" is asked to find out how you deal with a difficult situation.

Best Answers

An answer that works well is: "It depends on the situation and the personality of the supervisor." To elaborate, give examples:

My present supervisor does not like to have his authority questioned. He's fairly new on the job and almost all of the people he supervises have been on the job longer than he has. He's never bothered to learn the procedures, how things are done or how the computer system works. But if any of us tell him that how he wants something done won't work, he gets extremely angry. So, I never tell him he's wrong. Never. Whatever he tells me to do, I smile and say "okay." Then if I know a way to get it done that will work, I do it that way, give him the results he wants and never tell him I didn't do it the way he told me to. He got the results and is happy. I saved myself the stress of being yelled at and gave him what he wanted, so I'm happy.

My prior supervisor was more easy-going and if I told her "you know, I think it might work better if I do what you asked in such and such a way," she say "okay, try it."

If I were a new hire on a job, I would probably not question a supervisor because I might think I didn't know enough. Except on the new job I'm going to. The director has admitted that she's new on the job and there are a lot of things that a secretary does that she doesn't know how to do, so she will be depending on me to know how to keep the office running.

Describe a difficult work situation / project and how you overcame it.

There is no right or wrong answer to questions like "What are the most difficult decisions to make?" or "Describe a difficult work situation / project and how you overcame it." These are behavioral interview questions designed to discover how you handled certain situations. The logic behind these type of questions is that how you behaved in the past is a predictor of what you will do in the future.

Give concrete examples of difficult situations that actually happened at work. Then discuss what you did to solve the problem. Keep your answers positive ("Even though it was difficult when Jane Doe quit without notice, we were able to rearrange the department workload to cover the position until a replacement was hired.") and be specific. Itemize what you did and how you did it.

The best way to prepare for questions where you will need to recall events and actions, is to refresh your memory and consider some special situations you have dealt with or projects you have worked on. You can use them to help frame responses. Prepare stories that illustrate times when you have successfully solved a difficult situation.

Describe a time when your workload was heavy and how you handled it.

A typical interview question to discover how you manage your work is "Describe a time when your workload was heavy and how you handled it."

Sample Answers

While at the HKL plant, we were faced with a sudden order increase for the j-ball bearing. It was for a new customer. I immediately sat down with the production supervisor, our materials/supply manager, and the union steward. We were able to lay out a workable plan that maximized hourly costs, guaranteed materials were available and, with only a slight adjustment, meet the production deadline. While it was challenging and involved long hours, the pay-off was a signed contract with a new customer.

When I was working on a software implementation team at ABC Company, we took over another company and had to transition many clients to a new product in a short amount of time. It took a lot of planning, time, hard work, and effort, but we were able to complete the project in a timely manner.

More job interview questions about your abilities.

Tell me about a time that you worked conveying technical information to a nontechnical audience.

The Interviewer wants to know how you relate to people outside your area of expertise.

While I worked for Mr. Smith in the accounting department, I was selected to explain the financial section of the employee's paycheck to all new hires. After my first two sessions, I realized I needed to reframe my information so the new hires would have an accurate understanding of the impact of their decisions as it related to their pay. I worked with colleagues in human resources and marketing, and developed a training outline that was implemented at the other locations throughout the company.

Tell me about a time that you worked with data, interpreting data, and presenting data.

If you are in a non-technical profession, this question is designed to see if you are comfortable with information not directly related to your position.

While at the GHI corporation, one of my job assignments was to work with the IT department to prepare the annual meeting brochure complete with financial data, graphs and related SEC requirements. I became proficient at designing graphs that gave an accurate picture of the financial data, as well as editing the legal information into a more readable format.

Why do you think you will be successful at this job?

The interviewer is concerned as to whether you see this as a career move, or stop-gap employment.

As my resume reflects, I have been successful at each of my previous places of employment. My research of your company, the job description outlined, and the information we've exchanged today, lead me to believe I have the skills and experience for which you are looking; and I'm eager to be a contributing employee.

Tell me about a time that you participated in a team, what was your role?

Companies, for the most part, do not want "Lone-Rangers" - - they are looking for employees who will adapt to the company culture and get along with others.

In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments.

More job interview questions about you.

Job Interview Questions About Yourself and Sample Answers

When the questions are "personal", about you, it can be a very slippery slope. The answers below are guidelines so you can write out your answers long before you go to the interview. Then, when the question is asked, you can take the few seconds (expected by the interviewer) to think about the question and how you will frame your answer (which you already know).

What would you do differently if you could start your working life over?

The interviewer is looking for a detour that continues to be a professional block in your career.

Looking back over my career, I would have returned to school much earlier to complete my Masters degree. Even though I got my degree later than I had originally anticipated, I never lost sight of the goal.

How do you balance life and work?

The interviewer wonders if you've made arrangements for the days when your child is too sick to go to school and/or daycare or if you're "out of there" as soon as it's quitting time.

Best Answer: Being organized helps me balance my professional life and personal life. Consequently, I can be fully engaged while I'm at work. For those unexpected times, I have a good back-up system of child care for my children.

What is your preferred way to communicate?

This is a good opportunity to show you understand the importance of adjusting your preferences when necessary.

At home, I enjoy talking on the phone and emails. At work, I follow the established pattern. Each of my bosses, in the past, has had a preferred method I've followed their lead.

Do you check voicemail and email when on vacation?

The interviewer is wondering whether they will always be able to find you.

Best Answer: While on vacation, I can be reached for emergencies; however, I also know the people with whom I work are very capable of making good decisions while I'm away. I understand the importance of recharging my battery.

What is your favorite book? How about your favorite movie?

The interviewer wants to know whether you read to stay current and if you will fit into the company culture.

Best Answer (include your personal favorites): I read many different kinds of books. My current "favorite" book is *The World is Flat* by Thomas Friedman. My favorite movie? *Miracle on Ice*.

What historical figure do you admire and why?

The interviewer wants to know whether you are well read and what characteristics you admire.

Best Answer (include historical figures you personally admire): Personally, I most admire Abigail Adams, John Adam's wife; professionally I admired the leadership style of Ronald Reagan.

What did you do during this six month gap in employment?

Everyone, at some point, will probably have a gap in employment. Do not "waste it".

Best Answer: For the first month, I worked on my "to do list" at home and accomplished a great deal. Then I began building a plan to reenter the workplace. While it took a little longer than I'd anticipated, I've learned a great deal about myself, am rested and looking forward to new challenges in the workplace.

What led you to this point in your life?

The interviewer wants to know if you are unhappy, frustrated, or lost?

My "road of life" has been interesting, sometimes challenging and always rewarding. The steps along the way that have led to this point in my life are, in some ways, very different than I had imagined; however, I like who I am today in part because of my past. An example is when the second company on my resume suddenly closed their doors during a down-turn in the economy. For a very brief time, the road ahead was unknown; however, I discovered I had previously untapped strengths such as perseverance.

Job Interview Questions About the New Job and the Company**What interests you about this job?**

When you're asked what interests you about the position you are interviewing for, the best way to respond is to describe the qualifications listed in the job posting, then connect them to your skills and experience. That way, the employer will see that you know about the job you're interviewing for (not everyone does) and that you have the qualifications necessary to do the job.

For example, if you were interviewing for a Human Resources Manager job where you would be responsible for recruiting, orientation, and training, you will want to discuss how you were responsible for these functions in your past positions, and why you are interested in continuing to develop your expertise in Human Resources management.

Another example would be if you were interviewing for a Programmer / Analyst position. In that case, you would mention your interest in learning and excelling at new technologies, your experience in programming both new applications, and your interest in and your ability to problem solve.

In all cases, you will want to convey your enthusiasm for the opportunity to interview, along with your solid ability to do the job.

Why do you want this job?

Why do you want this job? Are you prepared to answer this question in an interview? Career expert and author, Joyce Lain Kennedy, shares her best job interview answers to the question "Why do you want this job?"

Joyce Lain Kennedy is the nation's first syndicated careers columnist. Her work is distributed by Tribune Media Services and appears in more than 100 newspapers and web sites. In addition, Joyce is author of eight career-related books including [Job Interviews for Dummies](#), where you can read additional excellent interview advice, [Cover Letters for Dummies](#) and [Resumes for Dummies](#).

Keep in mind that you can customize these answers to fit your particular circumstances and the job you are applying for.

Joyce Lain Kennedy's sample answers to the interview question "Why do you want this job?"

- This is not only a fine opportunity, but this company is a place where my qualifications can make a difference. As a finance executive well versed in the new stock options law, I see this position as made to order. It contains the challenge to keep me on my toes. That's the kind of job I like to anticipate every morning.
- I want this job because it seems tailored to my competencies, which include sales and marketing. As I said earlier, in a previous position I created an annual growth rate of 22 percent in a flat industry. Additionally, the team I would work with looks terrific.
- I well understand that this is a company on the way up. Your Web site says the launch of several new products is imminent. I want to be a part of this business as it grows.
- Having worked through a college business major building decks and porches for neighbors, this entry-level job for the area's most respected home builder has my name on it.
- As a dedicated technician, I like doing essential research. Being part of a breakthrough team is an experience I'd love to repeat.
- This job is a good fit for what I've been interested in throughout my career. It offers a nice mix of short- and long-term activities. My short-term achievements keep me cranked up and the long-term accomplishments make me feel like a billion bucks.
- I want this job selling theater tickets because I'd be good at it. I'm good at speaking to people and handling cash. I would like a job with regular hours and I'm always on time.
- Although some companies are replacing Americans with imported low-wage workers, you are standing tall. This company's successful strategies, good reputation and values make it heads and shoulders above its competition.
- I'd fit right in as a counter clerk in your fine drycleaners. I have observed that the counter clerk position requires competence at handling several activities in quick order -- customer service, payments, bagging and phones. I like multitasking and, as a homemaker, I have a lot of practice in keeping all the balls in the air.
- The work I find most stimulating allows me to use both my creative and research skills. The buzz on this company is that it rewards people who deliver solutions to substantial problems.

What applicable attributes / experience do you have?

When you are asked questions related to the experience that qualifies you for the job, it's important to be very specific about your skills and experience.

The best way to respond is to describe your responsibilities in detail and to connect them to the job you are interviewing for. Tie your responsibilities in with those listed in the job description for the new position. That way, the employer will see that you have the qualifications necessary to do the job. Focus most on your responsibilities that are directly related to the new job's requirements.

It's also important to be honest and accurate. Don't embellish your job, because you don't know who the hiring manager will be checking with when they check your references.

Are you overqualified for this job?

Are you overqualified for this job? Are you prepared to respond when an interviewer asks if you're overqualified? Career expert and author, [Joyce Lain Kennedy](#), shares her best job interview answers to the question "Are you overqualified for this job?"

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Keep in mind that you can customize these answers to fit your particular circumstances and the job you are applying for.

Joyce Lain Kennedy's sample answers to the interview question "Are you overqualified for this job?"

- Overqualified? Some would say that I'm not overqualified but fully qualified. With due respect, could you explain the problem with someone doing the job better than expected?
- Fortunately, I've lived enough years to have developed the judgment that allows me to focus on the future. Before we speak of past years, past titles and past salaries, can we look at my strengths and abilities and how I've stayed on the cutting edge of my career field, including its technology?
- I hope you're not concerned that hiring someone with my solid experience and competencies would look like age bias if once on the job you decided you'd made a mistake and I had to go. Can I present a creative idea? Why don't I work on a trial basis for a month -- no strings -- which would give you a chance to view me up close? This immediately solves your staffing problem at no risk to you. I can hit the floor running and require less supervision than a less experienced worker. When can I start?
- I was proud to be a charge nurse but I really like getting back to working with patients.
- I'm flattered that you think I'm headhunter bait and will leap to another job when an offer appears. Not really. This job is so attractive to me that I'm willing to sign a contract committing to stay for a minimum of 12 months. There's no obligation on your part. How else can I convince you that I'm the best person for this position?
- I'm here because this is a company on the move and I want to move up with you. With more than the minimal experience to just skim by, I offer immediate returns on your investment. Don't you want a winner with the skill sets and attitudes to do just that?
- My family's grown. And I am no longer concerned with title and salary -- I like to keep busy. A reference check will show I do my work on time, and do it well as a team member. I'm sure we can agree on a salary that fits your budget. When can we make my time your time?
- Downsizings have left generational memory gaps in the workforce and knowledge doesn't always get passed on to the people coming up. I could be an anchor or mentor -- calm, stable, reliable and providing day-to-day continuity to the younger team. For my last employer, I provided the history of a failed product launch to a new marketing manager, who then avoided making the same mistakes.
- As you note, I've worked at a higher level but this position is exactly what I'm looking for. You offer opportunity to achieve the magic word: balance. I'm scouting for something challenging but a little less intense so I can spend more time with my family.
- Salary is not my top priority. Not that I have a trust fund but I will work for less money, will take direction from managers of any age, will continue to stay current on technology and will not leave you in the lurch if Hollywood calls to make me a star. And I don't insist that it's my way or the highway.

What can you do for this company?

A typical interview question to discover what assets you have that are specific to the company's goals is "What can you do for this company?"

First of all, be sure to have researched the company prior to the interview, so you are familiar with the company's mission. Respond by giving examples why your education, skills, accomplishments, and experience will make you an asset for the employer.

Take a few moments to compare your goals with objectives of the company and the position, as well as mentioning what you have accomplished in your other jobs. Be positive and reiterate your interest in the company, as well as the job.

Why should we hire you?

A typical interview question, asked to get your opinion, or to validate the interviewer's opinion, on why you would be the best candidate for the position, is "Why should we hire you?"

The best way to respond is to give concrete examples of why your skills and accomplishments make you the best candidate for the job. Take a few moments to compare the job description with your abilities, as well as mentioning what you have accomplished in your other positions. Be positive and reiterate your interest in the company and the position.

Why are you the best person for the job?

A typical interview question, asked to get your opinion, or to validate the interviewer's opinion, on why you would be the best candidate for the position, is "Why should we hire you?"

The best way to respond is to give concrete examples of why your skills and accomplishments make you the best candidate for the job. Take a few moments to compare the job description with your abilities, as well as mentioning what you have accomplished in your other positions. Be positive and reiterate your interest in the company and the position.

What do you know about this company?

A typical job interview question, asked to find out how much company research you have conducted, is "What do you know about this company?"

Prepare in advance, and in a word, research, so, you can provide relevant and current information about your prospective employer to the interviewer. Start by researching the company online. Review the "About Us" section of the company web site. Google the company, read blogs that mention it, and check Discussion Boards and social networking sites.

If you're a college graduate check with the Career Office at your school to see if you can get a list of alumni who work for the company. That's an ideal way to get an insider's view of the employer, and to get information that might not be available elsewhere.

Use the information you have gathered to create a bulleted list of relevant information that you can easily remember during the interview. Taking the time to research will help you make a good impression with how much you know about the company.

Why do you want to work here?

A typical interview question, asked to ensure that you are seriously interested in the job and the company, and to find out how much you know about the company, is "Why do you want to work here?"

The best way to answer this question is, first of all, to be prepared and knowledgeable about the company. Spend some time researching the company (the About Us section of the web site is a good place to start) so you can talk about the benefits of working for this employer.

Compare your goals with objectives of the company and the position, then reiterate why you would be an asset to the employer. Let the interviewer know what you can do for the company, if you get a job offer.

Even though the question is about why you want to work here, you still need to convince the interviewer that hiring you will benefit the company.

What challenges are you looking for in a position?

A typical interview question to determine what you are looking for your in next job, and whether you would be a good fit for the position being hired for, is "What challenges are you looking for in a position?"

The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job.

You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job.

You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

What can you contribute to this company?

A typical interview question to discover how hiring you would benefit the company is "What can you contribute to this company?"

The best way to answer questions about your contributions to the company is to give examples of what you have accomplished in the past, and to relate them to what you can achieve in the future.

Describe specific examples of how effective you have been in your other positions, change you have implemented, and goals you have achieved. Talk about the depth and breadth of related experience that you have.

Also, relate your abilities to the employer's goals. You will want to let the interviewer know that you have the skills necessary to do the job they are hiring for, the ability effectively meet challenges, and the flexibility and diplomacy to work well with other employees and with management.

Are you willing to travel?

When you are asked about your willingness to travel during an interview, be honest. There's no point in saying "yes" if you would prefer to be home five nights a week.

It is perfectly acceptable to ask how much travel is involved. That way, you can weigh how much you would need to be on the road and make an educated decision as to whether the amount of travel required fits in with your lifestyle.

What's most important is to get a good understanding of what's involved before you are offered the job, rather than being (unpleasantly) surprised after you have already been hired.

Is there anything I haven't told you about the job or company that you would like to know?

It's your turn! As the interview comes to a close, one of the final questions you may be asked is "What can I answer for you?" Have interview questions of your own ready to ask. You aren't simply trying to get this job - you are also interviewing the employer to assess whether this company and the position are a good fit for you.

Interview Questions to Ask

- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position?
- Is this a new position? If not, what did the previous employee go on to do?
- What is the company's management style?
- Who does this position report to? If I am offered the position, can I meet him/her?
- How many people work in this office/department?
- How much travel is expected?
- Is relocation a possibility?
- What is the typical work week? Is overtime expected?
- What are the prospects for growth and advancement?
- How does one advance in the company?
- Are there any examples?
- What do you like about working here?
- What don't you like about working here and what would you change?
- Would you like a list of references?
- If I am extended a job offer, how soon would you like me to start?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?

Interview Questions NOT to Ask

- What does this company do? (Do your research ahead of time!)
- If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)
- Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)
- Did I get the job? (Don't be impatient. They'll let you know.)

Interview Questions: The Future

What are you looking for in your next job? What is important to you?

You can begin your answer with this question: Tell me, Mr./Ms. Interviewer, what is a typical career path at OPL for someone with my skills and experience? (Based on the answer you can then respond to the original question using the phrases from the answer to frame your response).

What is important to you? Two things are very important to me. One is my professionalism at work; the second is my family life.

What are your goals for the next five years / ten years?

The best way to respond to the interview question "What are your goals for the future?" or "Where do you see yourself in five years?" is to refer to the position and the company you are interviewing with.

Don't discuss your goals for returning to school or having a family, they are not relevant and could knock you out of contention for the job. Rather, you want to connect your answer to the job you are applying for. Examples of good responses include:

- My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can.
- I see myself as a top performing employee in a well-established organization, like this one. I plan on enhancing my skills and continuing my involvement in (related) professional associations.
- Once I gain additional experience, I would like to move on from a technical position to management.
- In the XYZ Corporation, what is a typical career path for someone with my skills and experiences?

How do you plan to achieve those goals?

As a follow-up to the interview question "What are your goals for the future?" the interviewer will often ask how you plan on achieving those goals. A good answer to this question will speak specifically about what you are going to accomplish and how you are going to accomplish it. Examples of good responses include:

- I plan on gaining additional skills by taking related classes and continuing my involvement with a variety of professional associations.
- I noticed that XYZ company (the company you are interviewing with) provides in-house training for employees and I would certainly be interested in taking classes that would be relevant.
- I will continue my professional development by participating in conferences, attending seminars, and continuing my education.

What are your salary requirements - both short-term and long-term?

Before you start talking pay (and salary negotiations) with a prospective employer, you need to find out how much the job (and you) are worth. You will need to take the time to research salaries, so, you are prepared to get what you're worth and a job offer that's realistic and reasonable.

Salary Negotiations

Once you know what you *should* be earning, how do you go about getting it? Start by being very patient. When interviewing for a new position, do your best not to bring up compensation until the employer makes you an offer. If you're asked what your salary requirements are, say that they are open based upon the position and the overall compensation package. Or tell the employer you'd like to know more about the responsibilities and the challenges of the job prior to discussing salary. Another option is to give the employer a salary range based upon the salary research you've done up front. Once you've received the offer you don't need to accept (or reject) it right away. A simple "I need to think it over" can get you an increase in the original offer.

And if you're ambivalent about the position a "no" can bring you a better offer too. I turned down a position I knew I didn't want, regardless of salary, and received three follow-up phone calls upping the compensation package. Be careful though, if you do definitely need that new job there's a risk that the employer may accept your declining the position and move on to the next candidate.

Negotiating a Raise

If you are currently employed and want a raise, start by being prepared. Gather your salary survey information, recent performance appraisals that document the job you're doing, and any other relevant information. Be aware of company policy regarding compensation. Some employers are limited by budget constraints and can only give raises at certain times of the year, regardless of the circumstances. Have a clear idea of what you want. Determine the salary range you're looking for and justification for the increase and have both ready to review with your supervisor. Be flexible. Would you consider an extra couple of weeks vacation instead of a raise? I know someone who's regularly taken time-off instead of money and now has six vacation weeks a year... Then, ask your supervisor for a meeting to discuss salary. Present your request, supported by documentation, calmly and rationally. Don't ask for an immediate answer. Your boss is mostly likely going to have to discuss it with Human Resources and/or other company managers.

Despite your best efforts, there may simply not be enough money in the budget to increase your salary or compensation package offer. The company may also not want to create inequities by paying one person more than others in a similar position. In that case, you can at least know you tried. Plus, if this is a job you really think that you're going to love, consider whether the company culture, the benefits, and the job itself are worth it - regardless of the salary.

Questions about your career goals.

Job Interview Questions About Your Career Goals and Sample Answers

The overall theme for each of the answers below is: have you thought about the impact of your decisions at the time you made them - or do you have a reactive response to most situations. Far too often, a person's career appears to have happened by chance. In today's fast-paced, ever-changing world of work, employer's want to know if they can count on you to make good decisions, not knee-jerk reactions.

Start with your graduation from college and explain the rationale behind each of your career moves.

When I graduated from college, I was immediately recruited by the ABC Company. As my resume reflects, I received two promotions and then a recruiter contacted for the position at the XYZ Company. I've been there for the past 4 years and have learned a great deal, while making significant contributions to my department.

Also, explain the thinking process that went into making each of those decisions.

For my first job, I was happy to know I would be working in a job that utilized my education. It was exciting to know that within just a few weeks of graduation, I had my first paycheck. My thinking behind the XYZ position centered on the fact that they have a global presence, it was a definite promotion and positioned me to be a viable candidate for the marketing position with your company.

How many hours a day/week do you need to work to get the job done?

I use my time efficiently at work and, for the most part, it's not the number of hours I work; but how effective my time has been to accomplish the job. I'm sure my references will tell you I was more than willing to put in the time to be sure the job was completed as quickly and as professionally as possible.

If you stayed with your current company, what would be your next move?

The upward mobility at my current company would most likely be in the global marketing department.

How do you measure success?

I measure professional success by the standards of the company for which I work, the feedback I receive from my peers, supervisors and subordinates. Personally, it is to know I'm regarded as a good husband, father and member of society.

Describe your dream job.

As a child, I dreamed of being the starting pitcher for the Chicago Cubs. When I realized I did not have a fast ball, or a change-up; I concentrated on my skills in marketing because I realized it is an area where I not only can make significant contributions, but I enjoy using my talent in a corporate environment.

What will you do if you don't get this position?

When you're interviewing for an internal position within your company, you may be asked what you will do if you don't get the job. The interviewer wants to know whether you are concerned about just the advancement opportunity or the company.

Best Answer

I am committed to this company and its advancement so, should I not be selected, I will work with and support whoever might get selected. However, I do feel that my experience in the department and with the team would make me the best candidate.