



Gearing Up For Your Transitions

Top 10 Job Interview Questions

Here are the 10 questions you're most likely to be asked in a job interview:

1. Tell me about yourself. (Make sure you give them skills related to the position without getting too personal. They don't want to hear you are a dog-lover and like to weave baskets in your spare time)
2. What interests you about this opening? (Or why do you want to work for us?)
3. What do you know about our company? (Do online research or ask someone about the company so you have a positive response.)
4. Why did you leave your last job? (Or why are you thinking about leaving your current job? Make sure the response is positive. Do not say negative things about your previous boss; even if it was a negative experience. You can say you are looking for an opportunity to advance your skills and be managed in a positive way.)
5. Tell me about your experience at _____. (Fill in past job. Remember to keep it positive)
6. What experience do you have doing _____? (Fill in each of the major responsibilities of the job.)
7. Tell me about your strengths and weaknesses. (Tell them about your strengths but do not discuss your weaknesses. Do not deny having weaknesses as it looks defensive. Instead say something like, "I tend to take a lot of work on to get the job done and on occasion need to be reminded to slow down and take time for myself.")
8. Tell me about a time when... (Fill in with situations relevant to the position. For instance: Tell me about when you had to take initiative ... you had to deal with a difficult customer ... you had to respond to a crisis ... you had to give difficult feedback to an employee ... You get the idea.)
9. What salary range are you looking for? (You can research salary ranges in the area you live. You don't want to be too high or too low.)
10. What questions do you have for me? (Ask them about the company and what they expect for future growth. Ask if there is room for advancement. Do NOT ask about your benefits or salary if the interviewer has not mentioned it in the interview. Save those questions for the second interview or when they show interest in hiring you.)