

# TYPICAL INTERVIEW QUESTIONS

## And Tips and Strategies for Answering Them!

1. “Tell me a little about yourself.”  
(Hint: Talk about your skills, your education, your past work experience – things that make you a good candidate for the job – not about your family, your hobbies (unless they relate to the job for which you are applying. Avoid personal information.)
2. “Tell me what two qualifications you have for this job and give an example of how have used each.”  
(Hint: Think of skills that match those you would need to do the job for which you are applying and make sure you are able to give an example of how you have used them – in school or on another job.)
3. “Tell me about a weakness you have and how you have been able to overcome it.”  
(Hint: Talk about something you are working on improving; e.g. upgrading computer skills by taking additional computer classes, improving time management skills by using a daily planner and learning to organize tasks.)
4. “What motivates you to do your best – in work or school?”  
(Hint: Talking about receiving monetary or other similar rewards as a motivation is **not** going to impress a prospective employer. Instead, match your motivations against what the job demands; for example, providing quality customer service to clients, getting immediate feedback on the results of my efforts, etc.)
5. “Why are you interested in working for this company/in this type of job?”  
(Hint: Make sure you research the company/the job for which you are applying **BEFORE** the interview, so you sound knowledgeable about what the company does, its reputation, etc./what the job entails, how your skills match what are needed to do the job, etc.)
6. “How has your education prepared you for this job?”  
(Hint: Mention classes you’ve taken/classroom experiences/on-the-job training or job shadow experiences you’ve had that **RELATE** to what is needed for this job.)
7. “How would others/your friends/your teachers/your former boss describe you?”  
(Hint: Offer **POSITIVE** descriptions, especially things that would be related to the job you are seeking; e.g. “outgoing”, “dependable”, “friendly” would be descriptions an employer would be looking for if you were applying to be a sales clerk.)
8. “Do you have any questions to ask me?”  
(Hint: Before the interview **ALWAYS** prepare a couple questions to ask the interviewer – e.g. questions about the company, the job, typical work day, etc. **NEVER** ask about salary, benefits, time off. **\*\* Before leaving, make sure to ask how you will be contacted about the results of the interview.**)

**REMEMBER** - You must be **HONEST** at all times during an interview. Talk only about skills and abilities, background and experiences that you really have – be able to prove what you say by **giving examples** of how and when you have used them.