



CAREER CREATORS CONSULTING

PROPEL YOUR CAREER FORWARD

25 Commonly Asked Interview Questions and How to Answer

1. Tell me about yourself?
 - This is the most loaded and dangerous question of all!
 - They do not want to know about your personal life story
 - They do want to know
 - *How can you make them money*
 - *How can you save them money*
 - Offer an answer that is directly related to the position.
 - Have a short prepared “sound bite” or “sales pitch” memorized
 - Talk about things that are not on your resume but are **relevant** to the job
2. Where do you see yourself in five years?
 - They are gauging your level of commitment to the organization and trying to determine your career goals
 - They want to know if you use jobs as a ‘stepping stone’
 - Answer: “I want to work for an organization that I respect where I can learn and have an opportunity to grow and advance.”
3. Why should I hire you? Or How would you be an asset to this organization?
 - Sell yourself by highlighting your talents and strengths
 - Demonstrate with a real life example how you will benefit the organization if hired
 - Ensure that you are willing and able to give 150% effort
 - Explain how you ‘match’ the position and ‘fit’ into the organization
 - Give three reasons and include skills, experience, and interest
4. Why do you want to work for us?
 - Be positive and enthusiastic about the organization
 - Here is where you show that you have done your research and know something special and unique that you like about the organization
 - Speak to them in their language (from their mission statement)
 - Be able to state why this organization is better than its competitors
5. Why do you want to go into this (career, industry, etc.)
 - Be able to explain why you are interested in this career path (do research)
 - Be honest and sincere
 - Explain why your characteristics would allow you to excel on this path

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6. What are your career goals and objectives?
 - They are trying to determine your forethought and planning abilities
 - Take time to create long-term goals for your career and life
 - Be able to explain why or how the desired position puts you on the right path to attain those long-term goals

7. What do you believe to be your strongest characteristics? Greatest strengths?
 - Be honest! But...don't brag!
 - Find a way to relate your strengths to the desired position
 - Talk about your ability to prioritize, problem-solve, organize, work under pressure, multi-task, lead, focus, meet deadlines, build relationships, etc.

8. What do you believe to be your weakest characteristics? Greatest weaknesses?
 - Be honest and positive! Don't elaborate or make excuses for yourself.
 - Take a potential weakness and put a positive spin on it
 - Explain what you are doing / have done to correct your weakness
 - Explain what you have learned from it.

9. Give me an example of a situation when you were participating in a team or group project and there was a 'slacker' in the group? What did you do personally to complete the project correctly and on time?
 - They are trying to determine your commitment to a task, your time management skills, problem-solving skills, and your ability to lead a group
 - Highlight your strengths as related to the desired position
 - Compliment other team members / don't take all the credit for the solution

10. What would be a reason people find it difficult to work with you in a team or group setting?
 - Focus on positive qualities that you possess which help the group be successful
 - Explain how sometimes you might take this quality too far
 - Explain how you realized this was a problem
 - Explain what you learned and how you have grown
 - Explain how you are working to become a better team member



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11. Pick a (stock or company) Explain how that choice describes you and why?
 - They are trying to determine if you are self-aware
 - They are trying to determine if you know something about the market and business environment
 - choose a positive attribute of a stock or company
 - give examples of how you have those same attributes
 - Be positive and consistent to prior answers
 - Relate to characteristics that are important in the desired position

12. What three words best describe you?
 - They are trying to determine if you are self-aware
 - Be positive and consistent with prior answers
 - Relate to characteristics that are important in the desired position
 - Highlight your strengths, knowledge, skills, and abilities

13. Of all of your jobs, which one did you enjoy and why?
 - Explain a past employment situation where you attained or exceeded the goals of the organization
 - Be positive and relate your answer to characteristics of the position

14. Which of your past positions did you like least and why?
 - Do not be negative!
 - Explain a situation where you learned to be humble
 - Explain what you learned and how you grew from this situation
 - Best to use an example from when you were young i.e. high school job

15. What is it that you do well that may not be apparent in your work history?
 - They are looking for other skills and abilities besides your hard skills shown on your resume or application
 - Be prepared to explain what attributes you possess which are not obvious from the documents but are relevant to the desired position
 - For example: self-motivated, self-disciplined, love to learn, excellent verbal presentation skills, awesome negotiating skills, relationship building skills, ability to teach others, etc.



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16. What is the biggest misconception about you or your work history?
- They are trying to determine whether or not you realize any negative impressions that may have been construed during the interview or which are apparent on your resumes or application
 - Be honest and do not make excuses for yourself
 - Take a negative and put a positive spin on it / relate it to the job
 - Be prepared to explain any issues that you feel might arise
 - For example; "I am very serious at work, but I actually have a very light-hearted personality."
17. Have you ever been bored with your work?
- Answer: "No! I can ALWAYS find a task or project to do or a new challenge to work on."
 - Never answer "yes" to this question!
 - They are trying to determine if you have initiative or if you do get easily bored if you will leave for a different job
18. What motivates you? Money, power, achievement, recognition, challenge?
- They are trying to determine your priorities, needs, goals
 - The work is always most important.
 - Money should be important, too = practical
 - Recognition = I love to be special.
 - Achievement = I love to succeed.
 - Power = I love to be a leader.
 - Challenge = I am tenacious and I am a fighter.
19. What do you really enjoy doing in your spare time?
- Relate your answer to a quality related to the desired position
 - Describe your extracurricular activities which are most wholesome and healthy and require abundant energy to accomplish
20. What do you want from a job? What is important in a job? What do you expect to gain from this job?
- Relate your answer to the characteristics of the desired position
 - Give examples of the experience you would expect to have if you worked in the desired position (do your research)
 - Try to relate your answer to a long-term life or career goal



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21. Are there any areas where you lack confidence in yourself?
- Do not be negative! Be confident at all times! Fake it if you have to!
 - No, you do not lack confidence in any areas related to your career or job
 - Yes, you do lack confidence in areas **unrelated** to your career.
22. Tell me about a time when you recognized a problem as an opportunity? Explain the situation and what you did?
- They are trying to determine if you know how to take the initiative
 - They are also evaluating your decision-making skills
 - Highlight how you identified the problem, how you addressed it with your employer, and what the positive outcomes were
 - Explain what you gained from the experience as it relates to the desired position
 - Focus on your problem-solving skills not the problem
 - Be brief and concise and do not place blame or be negative
23. Tell me about a situation in which your integrity or ethics were challenged? Explain how you dealt with this situation?
- They are trying to determine your ability to know right from wrong
 - Explain how you used tact and discretion in handling the situation
 - Explain the positive outcomes of your solution; give tangible examples
24. Describe a problem that you solved for an employer? How did you deal with the situation? What was the outcome? What did you learn from it?
- They are trying to determine your problem-solving and decision-making abilities and skills
 - Highlight how you identified the problem, how you addressed it with your employer, and what the outcome was
 - Explain what you gained from the experience as it relates to the desired position
 - Be brief and concise and do not place blame or be negative
 - Focus on your problem-solving skills not the problem
25. Have you ever been asked to leave a position?
- If you have not, say no, but if you have
 - Be as positive as possible
 - Do not speak negatively about a past employer
 - Do not make excuses for yourself
 - Take responsibility for your errors
 - Explain what you learned and how you have grown from this situation
 - Relate what you learned / gained as a strength in the desired position