

INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Are you currently employed?
3. What is your work experience?
4. What skills do you have?
5. What are your strengths?
6. What are your weaknesses that might relate to this job?
7. Why do you want this job?
8. What are your short-term goals?
9. What are your long-term goals?
10. Do you have any volunteer experience?
11. What do you know about this company?
12. What did you like the best about your last job?
13. What did you like the least about your last job?
14. Why do you think that we should hire you?
15. What are your hobbies and interests?
16. Tell us about your educational background.
17. What is your work history?
18. Why did you leave your last job?
19. What have you been doing since your last job?
20. Can you travel? Can you work over-time?
21. Can you work on week-ends?
22. Can you work shift work?

23. Is there anything else that you would like to tell us about yourself?

24. Do you have any questions for me/us?

25. What wage do you expect from us?

26. Are benefits important to you for this job?

HELPFUL HINTS:

Make eye-contact at all times when you speak to the interviewer. (Do not look at the floor and the ceiling.

Thank the interviewer for the meeting.

Emphasize your interest in the position for which you are applying.

Be sure to stress all of your past accomplishments. Tell how your past experience can complement this position for which you are applying.

Tell the interviewer that you are available for further interviews or further questions.

Follow-up the interview with a thank-you letter, expressing that you are grateful for having had the interview and you are looking forward to being hired for a position at this company.

Prepared by Mary Lee Gaston for student practice.