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| Top Ten Interview Questions | |
| 1. **Tell us about yourself…** | |
| Apply   * Keep your response specific, but succinct. * Be work specific and share where you are now professionally, what you have learned from past work experiences, and what makes you excited about this opportunity. * Learn what qualities this organization is looking for and communicate how you possess them. | Avoid   * Do not dive into your life story. * Do not go on about experience you may have that isn’t related to the job you’re interviewing for. |
| 1. **Why do you want to work for us?** |
| Apply   * Talk about specific things you like about the organization. Do your research on the needs of the organization and share how passionate you are about fulfilling their needs. * Show how your strengths align with the posting and the organization’s culture. | Avoid   * Avoid responding in a way that shows you are not committed to the organization (i.e. stepping stone, financial necessity, benefits, commute, etc.). |
| 1. **Share two of your greatest strengths…** |
| Apply   * Find out from your research of the organization and the job posting for what strengths the organization values. * Highlight a strength that is crucial to the position. | Avoid   * Do not be overly modest, be confident. * Do not make claims you cannot support with examples or facts. * Pass on strengths that are irrelevant to the position. |
| 1. **Share two of your greatest areas of improvement…** |
| Apply   * Share an area of improvement and what you have done to overcome it. * Be prepared with examples. | Avoid   * Avoid responding in a manner portraying a sense of arrogance, because everyone can improve. * Avoid highlighting a weakness that is listed as a minimum qualification for the job posting. |
| 1. **Briefly, describe some of the reasons for leaving your previous position.** | |
| Apply   * Be truthful. * Avoid stating reasons that cannot be verified. * If you left voluntarily, share a specific characteristic that the organization you are interviewing for has that attracted you to the position. * If you were terminated (i.e. temporary, budget cuts, restructuring, furloughs, etc.), explain what you learned from the experience. | Avoid   * Do not speak negatively about your current or previous organization, superiors, and colleagues. * Avoid reasons such as career change, boredom at current position, etc. Share a succinct and positive reason for why you are interested in the position. |
| 1. **What is your greatest (professional) accomplishment to date?** | |
| Apply   * Share an accomplishment that shows how you will be a good fit for the organization and for the position you are interviewing for. * Display a sense of enthusiasm when talking about your accomplishment. | Avoid   * Avoid being too humble. This is your opportunity to highlight some of the great work you have done. |
| 1. **Describe a difficult work situation and what you did to overcome it.** | |
| Apply   * Prepare to discuss a success story relating to a problem you have overcome. * Choose an example of a problem or challenge that you have solved in the past that could arise again in this new position. * Be specific and succinct. * Use the S.T.A.R. Method (hyperlink). | Avoid   * Avoid speaking negatively of others. * Avoid being overly confident and share if the solution was a team effort. * Avoid rambling. Prepare your response. |
| 1. **Where do you see yourself in the next five years?** | |
| Apply   * Allow your response to the question demonstrate your level of commitment to the position. * After demonstrating your commitment, outline a realistic growth strategy that is directly tied to the role you are in. * Show that you are an ambitious person and focused on the job at hand. | Avoid   * Avoid responding in a way that shows your ambition for the position as just a stepping stone as you move your way up the ladder of the organization. |
| ****Describe your ideal work environment/supervisor.**** |
| Apply Be truthful and use adjective that are easily understandable and descriptive. | Avoid Sharing negative information regarding your current or previous place of work/co-workers. |
| 1. **Do you have any questions for us about the position or organization?** | |
| Apply   * Have a few questions prepared and have one based around something you found during your research of the organization. * Focus your questions on the organization and what you can do for them. * Ask what qualities they are looking for in the successful candidate. | Avoid   * Avoid saying “No, I think I’m good.” Always have questions ready! * Do not ask questions you can easily find the answer to or ask about time off/benefits if it is too early in the process. |

\*Information adapted from:

* [*Vawizard.com*](http://vawizard.org/wiz-pdf/STAR_Method_Interviews.pdf)
* [*Monster.com*](http://monster.com/career-advice/article/top-10-interview-questions-prep)
* [*Forbes.com*](http://forbes.com/sites/ashleystahl/2016/10/26/how-to-ace-the-top-7-most-common-interview-questions/#6f70a64123e7)
* [*The Balance.com (Top 10 Interview Questions)*](http://thebalance.com/top-interview-questions-and-best-answers-2061225)
* [*The Balance.com*](http://thebalance.com/top-job-interview-questions-2061228)