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| Top Ten Interview Questions |
| 1. **Tell us about yourself…**
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| 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.
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| 1. **Why do you want to work for us?**
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| 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.).
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| 1. **Share two of your greatest strengths…**
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| 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.
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| 1. **Share two of your greatest areas of improvement…**
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| 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.
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| 1. **Briefly, describe some of the reasons for leaving your previous position.**
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| 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.
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| 1. **What is your greatest (professional) accomplishment to date?**
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| 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.
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| 1. **Describe a difficult work situation and what you did to overcome it.**
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| 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.
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| 1. **Where do you see yourself in the next five years?**
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| 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.
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| ****Describe your ideal work environment/supervisor.****  |
| ApplyBe 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?**
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| 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.
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\*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)