

# Example Interview Questions

## **Common Interview Questions:**

- Tell me about yourself.
- What are your strengths and weaknesses?
- Where do you see yourself in five years?
- Why should I hire you?
- Why do you want to work here?
- How do you see your studies, skills, experience and personal qualities contributing to the work of the organization?
- How do you establish a working relationship with new people?
- What prompted you to study.....?
- Tell me about a significant achievement in your life.
- Can you give me five words that best describe you?
- What motivates you to do your best work?
- Tell me about a project that got you really excited?

## **Questions Employers should NOT ask you:**

- How old are you?
- Are you married or do you have a partner?
- How many children do you have or do you plan on having children?
- Do you have any disabilities?
- Where were you/your parents born?
- What is your religion?
- What race are you?
- What type of military discharge did you receive?

## **Do NOT Ask:**

- What does this company do?
- If I get the job when can I take time off for vacation?
- Can I change my schedule if I get the job?
- How much will I make in this job?
- Did I get the job?
- Will I be required to work over-time?
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## **Questions to ask an Employer:**

- What are the characteristics of a successful person have at your company?
- Describe the typical first year assignment?
- What have been some major contributions made by individuals who have held this job previously?
- What are the problems I will be expected to solve?
- What is the career path for this position?
- Could you tell me about the people with whom I will be working with directly?
- How is an employee evaluated?
- What do you like most about working at this company?
- When may I expect to hear from you regarding my candidacy?

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## Questions to ask an Employer (cont...):

### Ask Specific Questions about Company/ Position/ Special Projects

Typical work assignments

- What might I expect in the way of projects for the summer? (internship example)

The corporate culture

- Ex: The culture in which I work is very important to me. I have talked with several people and gained a sense of fit with Company A. However I would like to hear from you as to what works best about Company A for you, especially within your department. (Be prepared to answer what is important to you!)

Growth potential

- What is the typical career path that supports this position?

Team structure and Travel

- In my last position I found that working for a flat organization had many benefits. What do you like best about working within this same organizational structure here?

New technologies and new products

- I've researched your company's recent activities, however I would like to hear your opinion about any new technologies or products

Ask Interviewer about their experiences in company

- I am interested in hearing more about your career path at Company A (or your recent experience with Project A)

Do Not Mention Salary (unless directly asked) and then be prepared with a salary range

### OTHER IMPORTANT TIPS

- **Dress for success** by wearing a suit to your interview. Make sure your attire is clean and free of wrinkles.
- **Never bring up salary. Always let the employer bring up salary.**
- Start the interview with a **firm handshake**.
- Maintain **eye contact** when answering questions.
- **Smile and be yourself!** The employer wants to get to know you.
- Focus on both **verbal and non-verbal communication** skills. Clearly articulate your answers, keep your answers positive, sit up straight and project confidence.
- Ask the employers for contact information so you can **send a thank you note**. It is recommended that you send this via email or postal mail within 24 hours of the interview.