

Typical Interview Questions that you may be asked.

- What are your long-range goals and objectives?
- What are your short-range goals and objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- Why did you choose the career for which you are preparing?
- What are your strengths, weaknesses, and interests?
- How do you think a friend or professor who knows you well would describe you?
- Describe a situation in which you had to work with a difficult person (another student, co-worker, customer, supervisor, etc.). How did you handle the situation? Is there anything you would have done differently in hindsight?
- What motivates you to put forth your greatest effort? Describe a situation in which you did so.
- In what ways have your college experiences prepared you for a career?
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our organization?
- Describe a contribution you have made to a project on which you worked.
- What qualities should a successful manager possess?
- Was there an occasion when you disagreed with a supervisor's decision or company policy? Describe how you handled the situation.
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe your most rewarding college experience.
- What interests you about our product or service?
- Why did you select your college or university?
- What led you to choose your major or field of study?
- What college subjects did you like best? Why?
- What college subjects did you like least? Why?
- If you could do so, how would you plan your academic studies differently?
- Do you think your grades are a good indication of your academic achievement?
- What have you learned from participation in extracurricular activities?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Describe a situation in which you worked as part of a team. What role did you take on? What went well and what didn't?
- In what part-time, co-op, or summer jobs have you been most interested? Why?
- How would you describe the ideal job for you following graduation?
- Why did you decide to seek a position with this organization?
- What two or three things would be most important to you in your job?
- What criteria are you using to evaluate the organization for which you hope to work?
- Will you relocate? Does relocation bother you?
- Are you willing to travel?
- Are you willing to spend at least six months as a trainee?

What the Interviewer is looking for:

Interviewer: Tell me about yourself.

You: Remember, this is a job interview, not a psychological or personal interview. The interviewer is interested in the information about you that relates to your qualifications for employment, such as education, work experiences and extracurricular activities.

Interviewer: What do you expect to be doing five years from now? Ten years from now?

You: The interviewer is looking for evidence of career goals and ambitions rather than minutely specific descriptions. The interviewer wants to see your thought process and the criteria that are important to you.

Interviewer: Why should I hire you?

You: Stress what you have to offer the employer, not how nice it would be to work there or what you want from the employer.

Interviewer: What are your ideas about salary?

You: Research salaries in your field before your interviews so that you know the current salary range for the type of position you are seeking.

Interviewer: Why do you want to work for our company/organization?

You: Not having an answer is a good way to get crossed off the candidate list, and is a common pet peeve of interviewers. Research the employer before your interview; attempt to find out about the organization's products, locations, clients, philosophy, goals, previous growth record and growth plans, how they value employees and customers, etc.

Questions to ask employers during interviews

Always prepare questions to ask. Not having any questions sends the message that you don't have an independent thought process.

Do not ask questions that are clearly answered on the employer's web site or in any literature provided by the employer to you in advance. Doing so simply reveals that you did not prepare for the interview and you are wasting the employer's time by asking such questions.

Never ask about salary and benefits issues until those subjects are raised by the employer.

If you are having trouble developing questions, consider the following samples as food for thought. However, don't ask a question if you are not truly interested in the answer, because it will be obvious to the employer.

Some Sample Questions

- What are the company's strengths and weaknesses compared to its competition?
- How important does upper management consider the function of this department and or position?
- What is the company's plan for the next five years and how does this department fit into this plan?
- Would you explain the structure of your company?
- How will my leadership responsibilities and performance be measured? By whom?
- ✕ • What are the day-to-day responsibilities of this job?
- ✕ • Would you describe your company's management style and the type of employee who fits well with that style?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- What is the company's policy on providing seminars, workshops, and training so that employees can maintain their skills and acquire new skills?

- What particular computer equipment and software does your company use?
 - What can of work can I expect to be doing the first year of my employment?
 - What percentage of routine, detailed work will I encounter?
 - How much opportunity is there for me to see the end result of my efforts?
 - Who will review my performance? How often?
 - How much guidance or assistance is made available to individuals in developing career goals?
 - How much opportunity will I have for decision-making in my first job assignment?
 - Can you describe an ideal employee of your company?
 - What is the policy of your company regarding transfers to other cities?
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