**The 10 Most Common Interview Questions**

**Step 1:** Research the company you are interviewing for: you can pick a company where you might want to work some day!

**Step 2:** Review the job description for the job you will be interviewing for: Pick a job that you might interview for after graduating from Year Up!

**Step 3:** Use bullet points to answer the top 10 questions below and TAILOR your answers according to the job you are interviewing for:

* For example, if you are interviewing for a job as a zoo keeper, it makes no sense to tell people your greatest strength is singing because that is not related to the job you want)

**Company:** Year Up

**Job:** Data Admin

**1. Tell me about yourself.**

* I am a highly motivated and detail-oriented professional with a background in data analysis and application development.
* As a soon to be graduate of Year Up's technical training program, I have gained expertise in HTML, CSS, JavaScript, SQL, and data visualization tools like Power BI and Tableau.
* My previous experience in customer service and security officer has improved my communication and teamwork skills which are essential for effective data administration.

**2. Why should we hire you?**

* You should hire me because I bring a combination of technical skills in data analysis and application development, along with a dedication to providing superior customer service.
* My skill in data visualization tools like Power BI will enable me to present insights and reports that support business unit decisions effectively.
* I am a fast learner and adapt quickly to new technologies making me a valuable asset in a dynamic and evolving work environment.

**3. What is your greatest strength?**

* My greatest strength lies in my strong analytical skills which I have applied in data analytics and reporting during my coursework and certification.
* I can edit and understand complicated datasets with ease utilizing a variety of data analysis tools, including Excel and SQL.
* I have a proactive approach to issue solving, and my capacity for project coordination increases my effectiveness in overseeing data integrity.

**4. What is your greatest weakness? (or growth area?)**

* My tendency to get caught up in the small details is perhaps my greatest shortcoming.
* I'm trying to get better at delegating work and seeing the broader picture.
* I'm presently focusing on enhancing my Python programming abilities. I have some experience with Python.

**5. Why do you want to work for us/What do you know about our company?**

* I am excited about the opportunity to work for Year Up because of the company's commitment to empowering young adults, including me since I pass in the same pace through technical training and career development programs.
* I admire Year Up's mission to bridge the opportunity divide and create a diverse and inclusive workforce.
* I believe my skills and dedication to contributing to a positive impact align well with Year Up's values and objectives.

**6. What is your greatest achievement/accomplishment?**

* One of my greatest achievements was enrolling in the Year Up program and achieving a remarkable grade, making connection and going out of my comfort zone.
* I successfully designed and presented data-driven reports using Power BI during my coursework receiving positive feedback from both instructors and peers.
* In my previous role as a Customer Service Representative I achieved a 95% customer satisfaction rate by providing exemplary service and effectively addressing customer needs.

**7. Can you describe a difficult work situation and what you did to resolve it?**

* I can describe a specific incident that was difficult one day a customer arrived at our car rental office frustrated and angry due to a delayed flight.
* I immediately empathized with his situation and actively listened to his concerns. I remained calm and composed, assuring him that I would do everything in my power to assist him.
* Through active communication and problem-solving, I not only resolved the issue but also managed to turn his negative experience into a positive one.

**8. Where do you see yourself in five years/what are your future goals?**

* In five years, I see myself as a senior data analyst with a strong track record of success.
* I aim to take on leadership roles, guiding and mentoring junior team members in data administration and analysis.
* Additionally, I plan to continue my education and stay updated on emerging technologies and data analysis techniques to stay at the forefront of the field.
* Also extending my knowledge in the Machine Learning and AI fields.

**9. What salary are you looking for/what was your last salary?**

* I am open to discussing salary once I have a better understanding of the role and the company's compensation.

**10. Do you have any questions for me?**

* What professional development opportunities are offered?
* What makes your best employee stand out?
* Is there anything about me that you are unsure about? If so, I would like to address any concerns you have.
* What does a typical day look like in this role?
* In three words can you describe the company’s culture?
* How does this role interact with other teams?