1. Tell me about yourself.

2. Why should we hire you?

Strong communication skills (written, verbal, nonverbal); Friendly; Enthusiastic; 3 years of experience in administration; Experience using multiple content management systems; Expert in multiple spreadsheet suites

3. What is your greatest strength?

It's important to discuss the attributes that will qualify you for the specific job and set you apart from the other candidates.

I pride myself on my customer service skills and my ability to resolve potentially difficult situations. With five years of experience as a customer service associate, I have learned to effectively understand and resolve customer issues.

I have an extremely strong work ethic. When I'm working on a project, I don't just want to meet deadlines. Rather, I prefer to complete the project well ahead of schedule. Last year, I even earned a bonus for completing my three most recent reports one week ahead of time.

4. What is your greatest weakness?

Do your best to frame your answers around positive aspects of your skills and abilities as an employee, turning seeming “weaknesses” into strengths.

For example, you might say something like, “I’ve always struggled with perfectionism – I truly want to do the job correctly the first time, but this sometimes means that I devote more time to a project than is necessary. I’ve learned to balance this drive with the equally important responsibility of meeting deadlines.”

5. Why are you leaving or why have you left your job?

There isn't room for growth with my current employer, and I'm ready to move on to a new challenge.

I am interested in a new challenge and an opportunity to use my technical skills and experience in a different capacity than I have in the past.

6. What are your salary expectations?

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7. Why do you want this job?

This job is a good fit for what I've been doing and enjoying throughout my career. It offers a mix of short-term projects and long-term goals. My organizational skills allow me to successfully multitask and complete both kinds of projects.

8. How do you handle stress and pressure?

Pressure is very important to me. Good pressure, such as having a lot of assignments to work on, or an upcoming deadline, helps me to stay motivated and productive. Of course, there are times when too much pressure can lead to stress; however, I am very skilled at balancing multiple projects and meeting deadlines, which prevents me from feeling stressed often. For example, I once had three large projects due in the same week, which was a lot of pressure. However, because I created a schedule that detailed how I would break down each project into small assignments, I completed all three projects ahead of time and avoided unnecessary stress.

9. Describe a difficult work situation or project and how

Decisions I have to make within a team are difficult, only because these decisions take more time and require deliberate communication between team members. For example, I was working on a team project, and my colleagues and I had to make a number of choices about how to use our limited budget. Because these decisions involved group conversations, our team learned how to communicate effectively with one another, and I believe we ultimately made the best decisions for the team.

10. What are your goals for the future?

My current, short-term goal is to develop and use my marketing and communications skills in a job similar to this one. However, I eventually want to develop into a position that allows me to continue to use these skills while also managing a marketing group. I will prepare myself for this goal by taking on leadership positions in team projects, and by developing my professional career by attending leadership conferences such as the one put on annually by your company.

Here's a list of suggested questions to ask the interviewer so you can ensure the company is a good match for your qualifications and interests.

How would you describe the responsibilities of the position?

How would you describe a typical day in this position?

Is this a new position? If not, what did the previous employee go on to do?

What is the company's management style?

Who does this position report to? If I am offered the position, can I meet him or her before making my final acceptance decision?

Why is this position available?

How many people work in this office/department?

How much travel is expected?

Is relocation a possibility?

What is the typical work week? Is overtime expected?

What are the prospects for growth and advancement?

How does one advance in the company?

Are there any examples of a career path beginning with this position?

What can I clarify for you about my qualifications?

When can I expect to hear from you?

Do you provide professional development opportunities?

Do you have any reservations about my qualifications?

Do you have a policy for helping new members of the team get on board?

What are the biggest challenges of this job?

What's the most important thing I should accomplish in the first ninety days?

How would you describe this company's values?

How has the company changed over the last few years?

What are the company's plans for growth and development?

What are the biggest rewards of the job and working for this company?

What is the best part of working for this company?

What's your least favorite part of working here?

What type of background do you feel would be best suited for success in this position?

Would you like a list of references?

If I am extended a job offer, how soon would you like me to start?

Are there any other questions I can answer for you?