

HOW TO ANSWER 150+ TOUGHEST INTERVIEW QUESTIONS.....

**.....Without having to
break your nerves!**

. Tell me about yourself:

The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present.

2. Why did you leave your last job?

Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the organization. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking reasons.

3. What experience do you have in this field?

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

4. Do you consider yourself successful?

You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.

5. What do co-workers say about you?

Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase will work. Jill Clark, a co-worker at Smith Company, always said I was the hardest workers she had ever known. It is as powerful as Jill having said it at the interview herself.

6. What do you know about this organization?

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?

7. What have you done to improve your knowledge in the last year?

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

8. Are you applying for other jobs?

Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organization. Anything else is a distraction.

9. Why do you want to work for this organization?

This may take some thought and certainly, should be based on the research you have done on the organization. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

10. Do you know anyone who works for us?

Be aware of the policy on relatives working for the organization. This

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

can affect your answer even though they asked about friends not relatives. Be careful to mention a friend only if they are well thought of.

11. What kind of salary do you need?

A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, That's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

12. Are you a team player?

You are, of course, a team player. Be sure to have examples ready. Specifics that show you often perform for the good of the team rather than for yourself are good evidence of your team attitude. Do not brag, just say it in a matter-of-fact tone. This is a key point.

13. How long would you expect to work for us if hired?

Specifics here are not good. Something like this should work: I'd like it to be a long time. Or As long as we both feel I'm doing a good job.

14. Have you ever had to fire anyone? How did you feel about that?

This is serious. Do not make light of it or in any way seem like you like to fire people. At the same time, you will do it when it is the right thing to do. When it comes to the organization versus the individual who has created a harmful situation, you will protect the organization. Remember firing is not the same as layoff or reduction in force.

15. What is your philosophy towards work?

The interviewer is not looking for a long or flowery dissertation here. Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Short and positive, showing a benefit to the organization.

16. If you had enough money to retire right now, would you?

Answer yes if you would. But since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

17. Have you ever been asked to leave a position?

If you have not, say no. If you have, be honest, brief and avoid saying negative things about the people or organization involved.

18. Explain how you would be an asset to this organization

You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship.

19. Why should we hire you?

Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

20. Tell me about a suggestion you have made

Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

21. What irritates you about co-workers?

This is a trap question. Think real hard but fail to come up with

anything that irritates you. A short statement that you seem to get along with folks is great.

22. What is your greatest strength?

Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude

23. Tell me about your dream job.

Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

24. Why do you think you would do well at this job?

Give several reasons and include skills, experience and interest.

25. What are you looking for in a job?

See answer # 23

26. What kind of person would you refuse to work with?

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

27. What is more important to you: the money or the work?

Money is always important, but the work is the most important. There is no better answer.

28. What would your previous supervisor say your strongest point is?

There are numerous good possibilities:
Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver

29. Tell me about a problem you had with a supervisor

Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well blow the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

30. What has disappointed you about a job?

Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

31. Tell me about your ability to work under pressure.

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

32. Do your skills match this job or another job more closely?

Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.

33. What motivates you to do your best on the job?

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition

34. Are you willing to work overtime? Nights? Weekends?

This is up to you. Be totally honest.

35. How would you know you were successful on this job?

Several ways are good measures:

You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful

36. Would you be willing to relocate if required?

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Do not say yes just to get the job if the real answer is no. This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

37. Are you willing to put the interests of the organization ahead of your own?

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

38. Describe your management style.

Try to avoid labels. Some of the more common labels, like progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to. The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

39. What have you learned from mistakes on the job?

Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing coordination off.

40. Do you have any blind spots?

Trick question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of concern here. Let them do their own discovery on your bad points. Do not hand it to them.

41. If you were hiring a person for this job, what would you look for?

Be careful to mention traits that are needed and that you have.

42. Do you think you are overqualified for this position?

Regardless of your qualifications, state that you are very well qualified for the position.

43. How do you propose to compensate for your lack of experience?

First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you are a hard working quick learner.

44. What qualities do you look for in a boss?

Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards. All bosses think they have these traits.

45. Tell me about a time when you helped resolve a dispute between others.

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

46. What position do you prefer on a team working on a project?

Be honest. If you are comfortable in different roles, point that out.

47. Describe your work ethic.

Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your work are good.

48. What has been your biggest professional disappointment?

Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.

49. Tell me about the most fun you have had on the job.

Talk about having fun by accomplishing something for the organization.

50. Do you have any questions for me?

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? and What type of projects will I be able to assist on? are examples.

START YOUR OWN COMPUTER TRAINING BUSINESS ANYWHERE IN NIGERIA WITH LITTLE OR NO CAPITAL!

Email: computertrainingbiz@gmail.com

+234-802-561-6156

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

Surendra Singh Tomar sent in this excellent set of interview Q&A.

1. **Describe a challenging work issue you had to face, and how you dealt with it?** Consider what would be the requirements of the 'new' job/organization and find something in your past that highlights a skill, experience or situation that might occur or be needed going forward. It is always a good idea to make lists in preparation for interviews: New job will need I can provide Proof/example For your proofs, list (for yourself) examples of when you used the skill, exhibited the characteristic or handled the problem. This will not only give you 'short stories' to relate in an interview, it will also bolster your confidence and target your job search.
2. **If you were on a merry-go-round, what song would be playing? If you were going to be an animal on the merry-go-round, what would you be?"** Congratulations! You have found the unusual interviewer asking a rare question. Don't feel stupid just feel like you have run into a very unusual situation. If you are interviewing for a creative position, then the question is most appropriate because the interviewer may be attempting to evaluate your creativity and your ability to deal with an offbeat question. have fun with it. Give the question your focused attention and go with your instincts. Be ready to say why you chose the tune you did. Perhaps tell a brief story that reminds you of merry go rounds in your own experience. Or if you are really clueless give a song that you have always liked, has real meaning for you or is important for whatever reason and attach it to the merry go round but refocus the question to the importance of the song and make it brief but interesting "words tell but stories sell." As for the animal, give the animal that you want to be (even if you think the question is ridiculous and you really need this job) your total attention and focus. On the other hand, the person you are dealing with may not have a clue and just asked because he/she felt like it. We know one person who asks the question and feels it is meaningful. She is into Yoga and looks for the person to be thoughtful in response. We have never heard her say anyone was rejected because of the animal selected.
3. **How do you handle conflict?** On the job, there are many possible sources of conflict. Conflicts with: fellow employees management rules, procedures clients, customers demands of work vs. personal life, family The best way to approach a good answer is to look at it from the employers point of view—they want to be your first priority and they want you to solve problems (not bring them any). "I know everything cannot run smoothly at work all the time. When there is a conflict I usually try to determine the source of the problem

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

and see if it can be solved. This might involve other members of the work team discussing the problem and offering possible solutions. I would then try to pick the solution which appears to have the best outcome and put it into action.” A natural follow-up to this would be: Tell me when you solved a conflict at work. So, have a brief example... a short story... to illustrate your approach. Even if not asked, you can offer your story! If it proves your point and accentuates a skill needed for the position, go with it.

4. **In what way do you think you can contribute to our company?** Preparing to answer this question requires a 2-step preparation: assessing your skills and researching the needs of the company. An integral part of skill assessment (looking at your own experience, education and talents) is to 'skill-match'. Considering the job opening, what are the skills needed? Make a list of the requisite skills (in priority order) and then list concrete examples of your possession of the skill. For example: a sales representative would need good interpersonal skills, the ability to deal with difficult people. For 'proof' of this skill, you could list experiences and examples of how you were successful in a difficult situation. These matched skills are your key selling points. Next, what appears to be the current problems at the organization, based upon your research? What are their needs that you can meet? In other words, given the specifics of the company, what value can you add? After these two steps, you are in a great position to come up with concrete examples of what you can offer the company. This question, by the way, is just another version of “Why should we hire you?”. In the interview, when asked this question, you could respond with: “In my experience in sales, I know having the ability to deal effectively with all types of people is not merely a positive element — it is an essential one. With your plans to expand into ____ market, a sales representative with a proven ability to meet with all types of people and to be able to assess and meet their immediate needs would be a great asset. In the past __ years, I have increased sales ____...”
5. **Tell me a story.** Many interviewers like to hear 'stories' or examples from your work life. So pick something that is more usual than not (not the day of a plant explosion and you saved 10 lives!) but a story that shows how you handle yourself, handle difficult people or situations. Can you think on your feet? Do you adhere to the rules? Consider the type of organization you are aiming at... each has its own culture. The World Wrestling Federation entertainment culture is different than the American Bible Society and also different from Amazon.com. Gear your stories to give the listener a feeling that you could fit in... you could do the job here.
6. **Tell me about a time when you tried and failed?** Has this ever happened to you? No one expects perfection actually, employers are more interested in your ability to cope, to learn from mistakes, and to deal with others who are less than perfect. If you have an example, certainly pick one that happened a while back, was not earth shattering in the results, and one which you learned and applied this knowledge recently. This is a version of 'damning with faint praise' by picking an incident that was minor in scope but, since you are so wise and are always willing to learn, has taught you a valuable lesson.
7. **Tell us about your analytical skills.** This should be easy if you have done a realistic skill inventory for yourself, listing what skills you do have and how

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

you can offer proof of this skill (where you learned it, last used it). Working off your inventory, focus on various analytical skills and match them to the skills you feel are most important for the job you are considering. You can now give specific examples of skills you can offer. (Do not neglect skills obtained in extracurricular activities, such as volunteer work.)

8. **What are some of the things you find difficult to do?** The interviewer is looking to determine how well you know yourself, how you react to difficult situations/tasks and credibility. Look back over your work experience for examples of challenges... speaking in public at a meeting, disagreeing with a manager over an important issue, being asked to use a software program you have not had an opportunity to learn... These 'stories' should illustrate a lesson learned, a problem overcome or a weakness being dealt with. "I always seem to need a day or two to prepare myself to give a presentation to department heads. When I know I have to give a report on my projects, I plan out all the details in advance and rehearse. One time, there was a problem with a supplier and I was asked to update senior management... immediately. The supply chain was crucial to the completion of an important project we had been working on for 5 months and decisions had to be made based on the information I had to prepare and present on a moment's notice. I gathered the information and presented it simply and in detail. It was much easier than I thought without the hours of concern and practice. The facts spoke for themselves. Since I understood the situation, I was able to make it clear to management and get a rapid decision. I still prefer advance notice but I know I can deliver when asked to."
9. **What are your short and long term goals?** No one can make goals for you. It comes down to where you are in your professional life and what you want to do. Most people have 5-6 careers in their working lifetime—some with 2 careers going at the same time (like us). The best advice is to be certain to relate your answers to the organization that interviews you. Do not make a point of having goals that cannot be realized there ("I want to work in Paris." Organization is strictly domestic.) If you do your research into the organization, and into what you truly want to do in the future, you will be able to come up with reasonable responses. No one is going to come back to you in five years and chastise you for not meeting these goals! You will not be held to them... it is only an interview and they are interested in how you see yourself (and they want to see you in the job.)
10. **Where do you see yourself in five years?** This is the interviewer trying to see how you are in making long range plans and if you have goals that mesh with the organization's. One way to answer this question is to look back on your accomplishments to date: "I started out in my profession as a junior clerk while I completed my college studies during the evenings. Once I had my degree, I applied for a transfer to a more advanced position, citing my on-the-job training. This has been my pattern for my career with my past 2 employers. I learn quickly on the job and am willing to take classes and workshops to augment my experience. I have been able to assume greater responsibilities and add more value to the organization. I do not think in terms of titles... I think more in terms of "How can I solve this problem? Since this has been my career style to date, I do not imagine it to change. In five years, I

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

feel I will have continued to learn, to grow into a position of more responsibility and will have made a significant contribution to the organization.”

11. **What can you add to what we have already asked you that should make us want to hire you?** Think grocery shopping... all those brands in the soap aisle begging for your attention. Each one comes with its own key selling points. Remember the comics, Superman? On TV, he sold himself... stronger than a locomotive, faster than a speeding bullet, able to leap tall buildings in a single bound. What are your key selling points? Plan this out ahead of time for the next interview... or include in a thank you letter for this past interview. Think a 1 minute infomercial about yourself. What are your core strengths? Is it communicating with children, being a mentor to other teachers, being able to keep topics current and interesting... Think of what is needed to be successful in the job and how you specifically meet those needs—provide examples. Increased reading scores by using... Math scores jumped ___% due to my ... Offer some proof from your past to support your claims. But it is your ability to assess the situation and analyze your potential contributions that will sell your candidacy. Do not think it too late — send a strong thank you and include in your request for the job the key reasons why you are the best candidate.
12. **What does “customer service” mean to you?** Think of yourself as a customer — what do you expect from salespeople ... regardless of the circumstances and/or the problem. An example may be “Customer service is a two-piece reaction. First—respect; second — problem solving.” See if that makes sense and if you sound convincing when you do practice it. If you can give a brief story or two of what you have witnessed as extraordinary examples of customer service behavior. By using yourself as a focal point you will be able to enunciate clearly your understanding of customer service.
13. **What do you know about our company?** If you can relate your knowledge to the area that you would be involved in, it would show that already you have an active interest in the organization. For example, if you were interested in marketing, “I understand that you are one of the top 10 companies in sales to Europe but are currently interested in expanding your market into Asia. Competition is keen in that area but you have an advantage in that you product offers features that others do not, such as... ..” It is not only showing that you have done the research but also that you like/know what you have learned about the company and have applied it to how you can add value in the position.
14. **Why do you want to leave this job after only four months?** Well, why did you? What is the closest to the truth:
 1. Job was not as it was described to me
 2. Organization changed its focus/goals
 3. Organization could not effectively use my talents/skills
 4. Change in management... wanted to bring in own staff
 5. Downsizing, reorganization

All of these will probably prompt a follow-up question. Do not fabricate... but most interviewers have heard these stories before and

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

really are not interested in all the gory details. (Note that this job need not be included on your resume since it was of such a short duration but may have to be included in a application form if it looks to account for all your time.) Circumstances also come to play... did you leave your other job to take this 4 month job? or did you 'try' it while already unemployed... hoping for the best? If you were recruited to change jobs, there is a lot of room for exaggeration in a sales pitch, and many employees have been misled. If you have held other jobs for substantial periods and you took the other job in good faith, stress your past performance. You are not a capricious person—job hopping. You have skills to offer and want to put them into good use.

15. **What do you wish to gain from our company?** Excellent question! Research is the answer (know everyone is tired of hearing this but we feel this is one great way for applicants to make a difference in their candidacy). Determine some of the key elements in the corporate structure, product base, employees/management team or recent history. What appeals to you about working at this company? Go with what you know. “In the past, I have had opportunities to work on new products being launched. I am very excited about your plans to start an entire new line of products. With my prior experience I know I can provide insights and make contributions immediately and I will also learn so much from the excellent team you have in place. Having done single products, I would love to be in on the give-and-take meetings planning the new line... there is much I can offer but also much for me to learn.” Finding something specific... the opportunity to use a new technology, a new skill, to work with ‘experts on their team’... are ways for you to find job satisfaction, which is another way of asking this question
16. **What do you think the employee’s responsibilities are to the company?** As an employee you have several responsibilities to your employer. They are as follows: to perform a good day’s work to be loyal to act as part of the team to value the relationship to earn the employer’s trust to grow with a passion for the product/service.
17. **Why do you want to change jobs?** When asked on an application, “If presently employed, why do you wish to change positions”, what do you put down. The reason I am changing positions because the company I am applying at is known nationwide I want to work for a company with their background and one that I can retire from. This same question is sometimes asked on interviews as well so it is important to have a good answer. Additionally, if you decide to leave your current employer, it is also wise to have consensus as to the reasons that you are leaving. It already sounds like you have positive reasons for wanting to work for the national company—go with that. Use your research to put forth several points about the company that you feel will be a great match (for the company) and suit your particular skills and experiences. Emphasize the fact that this opportunity to work for them is ‘just what you have been looking for’ because... and then go into several ways you can add value to the organization. Remember, when asked why you left, do not downgrade in any way your prior/current employer... leave the interviewer with the feeling that you have only been associated with winners! Do not go

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

into the ‘I can retire from this job’ aspect; it can have negative connotations. Present yourself as a vital, enthusiastic employee that can offer experience to their organization... for many years to come. Note: If appropriate, point out that you are not just ‘looking around’ but are sincerely interested in working for this particular company and that you are not a ‘job-hopper’ but are interested in a long-term career move.

18. **What motivates you?** Other than looking into your past experiences... times when you were motivated and times when you were not... no one but you has this answer. Find concrete examples when you had to pull it all together and get motivated to get the job done; what does it for you?
19. **What things make a good team member?** Consider first the situational context of the question. What is the team environment of the organization that you are interviewing—do they have a strong, organized team-based work environment or is it based on informal authority and fluctuating teams? Ideally, you should have had an opportunity to research and ask some questions about the organization to determine how they operate (and if indeed you want to work in that environment.) Model your responses to the organization. Obviously, you are describing yourself = good team member. My ideas of what makes a good team member may be very different from yours—and from the organization. Also depends on where you are in the team—new member, leader, support. How do you see yourself? How do you make yourself fit into a new team? How do you elicit cooperation from other team members? What do you think the organization’s biggest problem is relative to teams and team-building? And, what solution could you provide?
20. **Why do you feel we should hire you for this position?** Before you submit a resume or draft a cover letter and certainly before you go to an interview you should do 2 things: Research the job and the organization. What do they need? What are the requirements for the position? What role does this job play in the overall goals of the organization? Research yourself. What skills and experiences and interests can you offer? How will you add value to the organization? How can you prove that you have the required skills and experience needed for the job? Do a skill matching exercise: The organization/job needs ..(skill/experience) and I have it because I did The organization needs... .. and i can provide... .. Be certain to have specific examples of how you have added value in the past and be enthusiastic on how you can add value to this organization. Do not forget... the organization is looking to solve a problem and you are selling yourself as a solution.
21. **Why do you want to change jobs?** When asked on an application, “If presently employed, why do you wish to change positions”, what do you put down. The reason I am changing positions because the company I am applying at is known nationwide I want to work for a company with their background and one that I can retire from. This same question is sometimes asked on interviews as well so it is important to have a good answer. Additionally, if you decide to leave your current employer, it is also wise to have consensus as to the reasons that you are leaving. It already sounds like you have positive reasons for wanting to work for the national company—go with that. Use your research to put forth several points about the company that you feel will be a great match (for the company) and suit your particular skills and experiences.

GET FREE JOB RELATED RESOURCES

12

jobresourcesng@gmail.com

+234-802-561-6156.

Emphasize the fact that this opportunity to work for them is ‘just what you have been looking for’ because... and then go into several ways you can add value to the organization. Remember, when asked why you left, do not downgrade in any way your prior/current employer... leave the interviewer with the feeling that you have only been associated with winners! Do not go into the ‘I can retire from this job’ aspect; it can have negative connotations. Present yourself as a vital, enthusiastic employee that can offer experience to their organization... for many years to come. Note: If appropriate, point out that you are not just ‘looking around’ but are sincerely interested in working for this particular company and that you are not a ‘job-hopper’ but are interested in a long-term career move.

22. **I will need to take a step back in salary. I don’t know how to handle the question ” What is your current salary”?** If you have proceeded along interviews to the point when an offer is going to be made, that is the proper time to discuss salary. Otherwise, if pressed to disclose salary, talk in term of ranges... and a compensation package. “Present compensation package is high five figures” gives a lot of leeway yet is not in error. It is rare but some employers ask for W-2 forms or last salary stub to verify salary. You do not want to get caught in a lie (credibility is very important) so being up-front about willing to take a step back in order to invest in a new career can be impressive to an employer. Sharpen your sales skills... point out all the reasons why you are suited for the job, why you are making the move to a new career and why you want to work there. Compensation is a necessity but not your prime motivator.
23. **What do you expect your starting salary to be?** Discussions of salaries and compensation should not be held until an offer is made. With that said, let’s look into the real world when this is not the case most of the time. Employers are shopping, trying to guess your price tag. This is one of those screening questions used to either screen in or screen out... so a response is important. Have you done your homework? What is the price for this job in the marketplace? Have you checked out classified ads or online ads for similar positions? Are you within the range, given your level of experience? Pegging yourself mentally to the right price is the first step. Second step is sharing this information correctly. Do you have enough information about this new job to determine your salary? If not... state it and ask for the information that is needed. “Before I can discuss salary, I would like to know the reporting requirements and how many people I would be supervising. In addition, what are the skill levels and experience of my staff?” You can also ask “What are others in similar positions being paid?” When you can no longer stall or seek additional information... “Based on what you have told me and exclusive of other compensation elements I feel that the position would warrant a salary range of \$_____ to \$_____” Name a range such as \$40,000 to \$45,000 to give both sides some wiggle room and allow for some give-and-take when benefits and other compensation is considered. If you know what you are willing to accept as salary and what the market pays, using a salary range should permit you to be negotiable.
24. **What can you add to what we have already asked you that should make us want to hire you?** Think grocery shopping... all those brands in the soap

GET FREE JOB RELATED RESOURCES

jobresourcesng@gmail.com

+234-802-561-6156.

aisle begging for your attention. Each one comes with its own key selling points. Remember the comics, Superman? On TV, he sold himself... stronger than a locomotive, faster than a speeding bullet, able to leap tall buildings in a single bound. What are your key selling points? Plan this out ahead of time for the next interview... or include in a thank you letter for this past interview. Think a 1 minute infomercial about yourself. What are your core strengths? Is it communicating with children, being a mentor to other teachers, being able to keep topics current and interesting... . Think of what is needed to be successful in the job and how you specifically meet those needs—provide examples. Increased reading scores by using... Math scores jumped __% due to my ... Offer some proof from your past to support your claims. But it is your ability to assess the situation and analyze your potential contributions that will sell your candidacy. Do not think it too late — send a strong thank you and include in your request for the job the key reasons why you are the best candidate.

25. 10 Steps to a Successful Interview

1. Arrive on time.
2. Introduce yourself in a courteous manner.
3. Read company materials while you wait.
4. Have a firm handshake.
5. Listen.
6. Use body language to show interest.
7. Smile, nod, give nonverbal feedback to the interviewer.
8. Ask about the next step in the process.
9. Thank the interviewer.
10. Write a thank-you letter to anyone you have spoken to.

26. Key people in the organization Major products or services Size in terms of sales and employees Locations other than your community Organizational structure of the company Major competitors View of the company by clients, suppliers, and competition Latest news reports on the company or on local or national news that affects the company.

START YOUR OWN COMPUTER TRAINING BUSINESS ANYWHERE IN NIGERIA WITH LITTLE OR NO CAPITAL!

Email: computertrainingbiz@gmail.com
+234-802-561-6156

Interview Etiquette Before the Interview

1. Your hair should be clean and combed.
2. Nails should be clean and trimmed.
3. Be conservative and err on the side of caution. If the company does not have a dress code, remember that its better to overdress than underdress.
4. Arrive at least 10 minutes before your interview. The extra minutes will also give time to fill out any forms or applications that might be required.
5. Turn off your cell phone or pager.
6. Don't assume that whoever greets you is the receptionist.

Interview Etiquette During the Interview

1. Make a positive and professional first impression by being assertive and giving a firm handshake to each interviewer and addressing each interviewer by name as he or she is introduced.
2. Reinforce your professionalism and your ability to communicate effectively by speaking clearly and avoiding "uhs", "you knows", and slang.
3. Use appropriate working. You won't receive extra points for each work that has more than 10 letters. Use technical terms only when appropriate to the question.

Interview Etiquette After the Interview

1. Shake each interviewer's hand and thank each interviewer by name.
2. Send a thank you note as soon after the interview as possible.

QQQQQQQQQQQQ&&&&&&&&&AAAAAAAAAAAAAAAA

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

ABILITY TO DELEGATE

Interview Question: Do you think delegation is a way to dump failure on the shoulders of a subordinate or as a dynamic tool for motivating and training your team to realize their full potential?

Interview Answer Guide: Employee should see delegation as an effective management skill which allows staff to use and develop their skills and knowledge to their full potential. A cynical view of this skill is a warning sign.

Interview Question: What type of instructions would you give your staff if you decided to delegate?

Interview Answer Guide: Clear instructions with decisive standards; everyone should know what needs to be done, when it should be finished, and the quality/detail needed. A job seeker should delegate the objective, not the procedure.

Interview Question: What steps do you take to ensure that the work you delegate is successful?

Interview Answer Guide: Job seeker should explain he knows how to outline desired results, ask for progress reports, sets interim deadlines, and does not overly focus on the methodology.

Interview Question: What do you think are the most common excuses team leaders use to not delegate?

Interview Answer Guide: They can do it better themselves; can't trust him/her to do it; he/she is not qualified enough; they don't want anymore added responsibilities; I don't have time to show anyone how to do it; No one to delegate to; I am the only one that can do it.

Interview Question: What should you assume about your co-workers if you want to delegate successfully?

Interview Answer Guide: Job seeker should be able to view the positive potential of co-workers; does not rule out the possibility that a co-worker may want more responsibility; co-workers want to learn more; job seeker should recognize that the short term training investment will pay off in the long term.

AMBITION

Interview Question: How ambitious are you? And why do you think you are ambitious?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Answer Guide: Job Seeker should demonstrate a real ambition that is also backed by a persistence and real enthusiasm to succeed. However, check that this ambition is balanced by a sense of clear-headedness and an innate common sense. Make sure that the candidate is 'grounded' in reality.

Interview Question: Do you think this company is ambitious and if so, why?

Interview Answer Guide: Job seeker should demonstrate a good knowledge of the company, especially its past achievements, and have an optimistic and positive view of its future.

Interview Question: Do you have any past heroes?

Interview Answer Guide: Pay attention to the heroes and look for the qualities they admire. Do they possess any of those qualities? Look for historic figures that have demonstrated a clear purpose, enthusiasm and all the other specific qualities that resonant with the position you are offering.

Interview Question: What important goals have you achieved in the past year?

Interview Answer Guide: Look for an answer that demonstrates real ambition that is also backed, not only by persistence, but by a real enthusiasm to succeed. Try to determine if they have a record of practical achievement.

ANALITICAL SKILLS

Interview Question: Can you tell me about a time when you discovered a more efficient way to do a work task?

Interview Answer Guide: Job seeker should be able to identify a time where he/she was having difficulty with a work task, found a way to rectify the faults and work more efficiently.

Interview Question: Tell me about a task that really tested your analytical abilities?

Interview Answer Guide: Job seeker should mention a time where he/she had to use reason and logic to resolve a problem. Job seeker may have analyzed all the relevant information and created a good, effective solution.

Interview Question: Tell me about a tricky situation for which you found a very simple solution?

Interview Answer Guide: Job seekers answer should show that they are a problem solver, that they can analyze all the information, and come up with a solution.

Interview Question: Have you ever been in a real dilemma at work? What did you do to get out of it?

Interview Answer Guide: You should hear answers that show the job seeker has sound analytical skills to solve a problem; analyzes problems in great detail to come up with a solution.

Interview Question: Tell me about an assignment you worked on in which you had to amass a huge amount of data, and then analyze it?

Interview Answer Guide: Job seeker should be able to explain how they can compile facts and figures for preliminary analysis; derive relevant facts and information from the study of this data.

Interview Question: Can you tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you have done differently?

Interview Answer Guide: Job seeker should have the character to admit mistakes. Also clarify: Were the steps he took correct? More importantly, has he/she learned from this mistake?

ASSERTIVENESS

Interview Question: Have you ever been in a situation, at work, when you have been motivated to question an ethical issue?

Interview Answer Guide: Evaluate the answer and try to see if the job seeker is intimidated by authority figures; are they prepared to protest something they do not believe in; are they able to see things from someone else's perspective.

Interview Question: If a clash of personalities were to occur with a colleague, what steps would you take to make the working relationship run smoothly?

Interview Answer Guide: Things to look for: Does the job seeker seem to have the ability to solve this issue? What steps would they take? Does the thought of a personality conflict intimidate them? Do they seem confrontational or quietly assertive?

Interview Question: Can you explain an occasion when you have had to motivate and boost the morale of your colleagues.

Interview Answer Guide: Evaluate how positive and confident the applicant appears to be when discussing their ability to motivate co-workers. Do they seem confident that they can improve productivity in difficult situations?

Interview Question: Describe an occasion when you had to give an explanation of what you could realistically deliver, and why was this issue important?

Interview Answer Guide: If the delivery falls short or there is a problem, then immediate steps can be taken to correct the problem. Should have realistic expectations based on skills and/or abilities.

Interview Question: What steps will you take to clarify unclear information, or instructions with regard to your work?

Interview Answer Guide: Does the job seeker's answer show that they will be assertive or confrontational when trying to clarify instructions?

Interview Answer Guide: Assess whether or not the candidate can deal with confrontational issues in a calm and rational manner. Does the very thought of disobedience make them angry?

AWARENESS TO DETAILS

Interview Question: Give me an example of an assignment that you found difficult to finish? How did you go about it?

Interview Answer Guide: Answer should show the job seeker is quality conscious, understands the importance of time management techniques, understands how critical deadlines are, and does not give up when obstacles occur.

Interview Question: Do you always double-check your work?

Interview Answer Guide: Job seeker should show that they are aware of the quality process and that they try to deliver a flawless project

Interview Question: Is detail important to you? Do you think details should be left to your assistant?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Answer Guide: Job seeker should show that they check their work to ensure that he/she delivers good quality product and that they take responsibility for his/her own work.

Interview Question: Did you ever have to complete a project with a fixed pressurized deadline, where the final proposal had to be 100?

Interview Answer Guide: Accuracy and perfection? If so, tell us about it.

Interview Question: How do you handle projects with short deadlines that require precise calculations and analysis? What is your approach?

Interview Answer Guide: Should follow systematic approach; has the ability to be accurate while keeping in mind the time constraints, use of appropriate software and technology.

Interview Question: Tell me about a time when you were given an assignment, but you were not clear of how to go about it. How did you tackle this situation?

Interview Answer Guide: Job seeker should know whom to deal with to get the relevant information, how to assess the details of the project and decide what he/she is supposed to do.

CAREER GOALS

Interview Question: What are your career goals - both short-term and long term?

Interview Answer Guide: Job seeker should demonstrate clear purpose, enthusiasm and commitment to own goals; plans ahead; do they see the company intertwined with their future plans?

Interview Question: Where do you see yourself five years from now?

Interview Answer Guide: Do they see their future intertwined with the company; have they done enough research into the company; do their answers demonstrate that they are ambitious, energetic, goal-oriented, and enthusiastic?

Interview Question: There are thousands of possible careers. Why do you want to follow this particular career?

Interview Answer Guide: Job seekers who really want this job, will be quick, definite and forceful when explaining why.

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: Five years ago - how would you have answered the Interview Question: "Where do you see yourself five years from now?" Do you think you have achieved what you wanted to?

Interview Answer Guide: Demonstrates honesty, persistence and enthusiasm in their plans for the future, especially with this new position; shows they learn from past mistakes; they are not quitters.

COOPERATION SKILLS

Interview Question: Some people believe life is all about "The survival of the fittest". Today, others are suggesting, from new biological evidence, that life is in fact all about the "The survival of the most cooperative". What do you think?

Interview Answer Guide: Candidate should know the importance of co-operating, they seem to try to co-operate with others, and tries their best to keep the relationship with his/hers co-workers and superiors healthy.

Interview Question: Give me an example of a situation where you helped your colleague perform a particular task in which you had better knowledge on the subject?

Interview Answer Guide: Should be helpful; team player; ready to help people in the team.

Interview Question: Can you tell me about a time when you backed off in a meeting because you felt someone else should speak or have an opportunity?

Interview Answer Guide: Answer should show that they have self-control, have respect for others, are ready to help people, and that they are a team player.

Interview Question: Tell me about a time when you acted as a mediator to help colleagues resolve their differences.

Interview Answer Guide: Does the candidate show that they can handle conflict and/or that they have the ability to mediate situations? Can they come up with a solution that will be in the best interest of all the people involved?

Interview Question: How would you show co-workers the importance of co-operation?

Interview Answer Guide: Answers should show the need for a healthy, self-respecting, functional team and how vitally important cooperation is for success in modern commercial life

Interview Question: Give me an example of a time when you tried your best to work with someone, but the problems still remained. What did you learn from that situation?

Interview Answer Guide: Should understand and try to cooperate with others and work hard to keep the relationship with co-workers healthy.

Interview Question: Give an example of a time when you assisted a co-worker to enhance their work skills?

Interview Answer Guide: Should discuss helping co-workers with their work for the benefit of the company and the company's customers.

START YOUR OWN COMPUTER TRAINING BUSINESS ANYWHERE IN NIGERIA WITH LITTLE OR NO CAPITAL!

Email: computertrainingbiz@gmail.com
+234-802-561-6156

Interview Question: Tell me about a time when you had to help a co-worker who had made a bad mistake. What did you do?

Interview Answer Guide: Should have tried to help the person; appear to go out of their way to help others; appear to care about what is best for the company; does not seem to exploit colleagues for his/her own benefit.

COACHING ABILITY

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: What procedures do you use to evaluate the ability of your co-workers? What do you do to help your colleagues perform to the best of their abilities?

Interview Answer Guide: Should be able to recognize potential talent and abilities in others and nurture these attributes.

Interview Question: Give me an example in which you gave some on-the-job training to your subordinates. Please be as specific as possible

Interview Answer Guide: You should hear that they have provided on-the-job training for others; whether they have or haven't the job seeker should appear to be helpful and committed to creating a strong well skilled team.

Interview Question: Do you think it is important for your colleagues to constantly update their skills? If so, what have you done to help in this matter?

Interview Answer Guide: Candidate should appear to take care of the people around him/her in the company, so that they can be more successful; motivates and inspires others to do better and achieve more; enhances education and skills.

Interview Question: What do you think are the main factors that normally boost the morale of your fellow workers? How would you incorporate these factors into this organization?

Interview Answer Guide: Candidate should know that workers need to feel valued for the contributions they make; clear goals that co-workers can work towards; co-workers should be given opportunities to grow, learn, and achieve within the workplace.

Interview Question: Describe a time when you helped a co-worker enhance their social skills.

Interview Answer Guide: Job seeker should seem to naturally help others in enhancing their skills.

Interview Question: As a team leader, how can you motivate a colleague who is not interested in working? What can be done to get him/her to contribute to the organization? Give an example if you have done something similar in the past.

Interview Answer Guide: Candidate should appear to view situations from the other person's perspective, understands and can see potential problems, acts as a counselor, and tries to inspire colleagues.

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: Tell me about a time when you gave coaching sessions, yet the participants had difficulty in understanding the topics you were covering. What did you do?

Interview Answer Guide: Should appear to have the relevant coaching skills; has patience and does not mind repeating the topic until everyone understands the purpose of the coaching session.

COMMUNICATION SKILLS

Interview Question: Tell me about a time when you had to be very careful in communicating delicate information. What was the possible risk involved and how did you go about it?

Interview Answer Guide: Job seeker should appear to understand the necessity of confidentiality, to have the ability to disclose delicate/sensitive information carefully, and with utmost sensitivity.

Interview Question: Describe a time when you took extra effort to make sure the person with whom you were communicating with had really understood your point. How did you do this?

Interview Answer Guide: The candidate's answer should show that they understand why clarification is an important part of communication.

Interview Question: What steps do you take to establish a rapport with others?

Interview Answer Guide: Job seeker should have the ability to see things from another person's perspective. How do they accomplish this? Does the candidate appear to be able to empathize with others?

Interview Question: Give me an example when you had to present complex information in a simplified manner in order to explain it to someone.

Interview Answer Guide: Job seeker should be able to explain how they break up complex information to help co-workers easily understand the information.

Interview Question: Give me an example when you had to present complex information in a simplified manner in order to explain it to someone.

Interview Answer Guide: Does the candidate appear to have good listening skills? Can they listen close enough to get the correct information?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: How do you explain a complex technical issue to someone who has less technical knowledge than you?

Interview Answer Guide: Job seeker should be able to express his/her knowledge in a clear, simple manner; answer should show that they have the ability to explain technical matters to non-technical people.

Interview Question: Give me an example of a time when you had to put your point across in a meeting to which most of the people were reluctant to hear.

Interview Answer Guide: Job seeker should show the ability to convince others by making valid points; have a strong character; is not afraid to speak his/her mind to defend the interest of the company and/or his/her own interests.

CONFIDENCE

Interview Question: How would you define self-confidence?

Interview Answer Guide: An attitude, which allows individuals to have positive yet realistic views of themselves and their situations. A candidate who trusts her own abilities, has a general sense of control in her life, and believes that, within reason, she will be able to do what she wishes, plans, and expects.

Interview Question: How confident are you?

Interview Answer Guide: Applicant should answer the question instantly and forcefully while maintaining full eye contact. Also pay close attention to body language: Is the applicant's body language congruent with his answer?

Interview Question: Tell me about a situation or situations that might demonstrate your confidence to do this job?

Interview Answer Guide: Does the job seeker appear to be able to deal with all the diverse situations he/she will meet in your organization? Do they appear to be able to handle issues in a calm and confident manner?

Interview Question: Would your friends describe you as a confident person?

Interview Answer Guide: Watch the applicant's body language and non-verbal responses, especially eye movement. Does he/she sound and look convincing when answering this question?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: Do you think there is a difference between confidence and arrogance?

Interview Answer Guide: Applicant should know that confidence is an essential life-affirming character trait, while arrogance is a poor, frightened, and inadequate self-image parading as confidence.

CONFLICT

Interview Question: Tell me about a situation when you were given job instructions and you were unable to comprehend the instructions. How did you go about completing the task?

Interview Answer Guide: Job seeker should explain that seeking clarification is alright; that they try to clarify things to make sure the job is done right; should see conflict as natural and not a personal attack.

Interview Question: How do you manage to work with people whom you are not comfortable with? What do you do in such situations?

Interview Answer Guide: Job seeker should explain that they put the team first; should not appear easily intimidated; seeks to resolve differences; does not personalize conflicts.

Interview Question: Tell me about a time when you helped to successfully mediate in a conflict? How did you feel?

Interview Answer Guide: Candidate should show that they are helpful in resolving conflicts by understanding each co-workers view of the situation.

Interview Question: Tell me about a situation where you were aware of a serious mistake made by a colleague and what did you do about it?

Interview Answer Guide: You basically want to hear that they do not like to point fingers at others; that they try to stop the mistake from happening again by making his/her colleague aware of their error in a non blame educational manner.

Interview Question: Describe a time when you had a disagreement with a colleague at work. How did you manage to work it out?

Interview Answer Guide: Job seeker should appear to know how to resolve issues and uses it as an opportunity to reinforce interpersonal relationships; concentrates on the issues and never personalizes things.

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: Tell me about a time when you had to work through some negativity to get some work done.

Interview Answer Guide: Answer given should show you that the candidate can stick with it and work through negativity quickly.

Interview Question: Describe a time when everyone in the meeting was opposing your ideas. How did you manage to work it out?

Interview Answer Guide: Candidate should appear to know how to convince others that their point is right. Sees conflict as natural. Never personalizes it, but explains the issues involved forcefully; stands up for what he believes is best for the business in a logical and reasonable manner.

Interview Question: How would you handle a conflict between you and higher management?

Interview Answer Guide: Job seeker should appear to be able to reason logically and forcibly argue for what is best for the company; should be respectful to, but not intimidated by higher management.

CREATIVITY

Interview Question: How often do you discuss and work with colleagues to think up new systems and styles of working?

Interview Answer Guide: Job seeker should be enthusiastic to discuss and argue over challenges that need extensive thinking to develop innovative new systems and styles of working.

Interview Question: Have you ever tried a new way of doing things? Did you succeed?

Interview Answer Guide: Candidate should show that they are able to take risks in trying new solutions and ways of working; should be able to think beyond traditional thinking.; can develop innovation solutions to problems and enhance company performance.

Interview Question: Tell me about one case when you tried to solve a problem with a totally different approach than is normally used. What was the result?

Interview Answer Guide: Job seeker should be ready to solve problems in different ways; be ready to handle situations with

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

innovative thinking, is ready and able to explore new solutions to fix existing problems.

Interview Question: Can you tell me about a situation, which you tried to solve a problem with ideas and methods that had not been tried before?

Interview Answer Guide: You want to hear answers that show that the applicant can come up with genuine ideas to handle problems; someone that can think "Out of the box".

CUSTOMER SERVICE

Interview Question: How do you handle negative feedback from very angry clients? How do you respond to him/her?

Interview Answer Guide: Applicant should be able to manage customer complaints without being dominated; should not be overwhelmed by a disapproving customer.

Interview Question: Can you tell me about a time when you did some thing extra, which was not part of the routine activities assigned to you, but you did it for the benefit of the customer?

Interview Answer Guide: Candidate should want to put in the extra effort to provide better and more complete service to customers.

Interview Question: Explain with an example, how would you handle a situation where a customer is asking for something, which is not in the interest of the company or which would violate a policy of the company?

Interview Answer Guide: Applicant should show that they are able to keep balance between company policy and interest of customers; is cautious enough not to be trapped in the future because of any communication made by him/her with customers.

Interview Question: you ever felt, during course of your work, that the existing systems and solutions are not sufficient to meet the needs of customers properly and/or that they need to be changed? If so, tell me more.

Interview Answer Guide: Candidate should show that they take initiatives; capable of changing current systems for the better to improve customer satisfaction.

Interview Question: Can you explain how you contact or initiate communications with customers?

Interview Answer Guide: Applicant should appear to have the skills to build a healthy, professional relationship with customers and co-workers; should be enthusiastic to build a larger customer base.

Interview Question: If you had to turn down a request from a valued client, what would you do?

Interview Answer Guide: Be well-mannered; try to explain the situation to the client; adhere to company's policies; try to remain reliable to customer

DECISION MAKING

Interview Question: Explain an occasion where you had to make a decision on your own? Were you happy with your decision making process?

Interview Answer Guide: Candidate should show that they can think logically and wisely to arrive at a decision; Has a balanced thinking process; are not too gentle or too hasty in decision making process.

Interview Question: How do you react in a situation where you need to take an immediate decision? What process will you follow for decision making in such a critical situation?

Interview Answer Guide: Candidate should show that they have patience and the good judgment to identify problems first, then prioritize, and plan well in solving problems.

Interview Question: Have you ever faced a situation when you had to take a decision, which did not fall within in your area of responsibility? What decision did you make and how?

Interview Answer Guide: Candidate's answer should show that they know how to take responsibility, that they can make a decision to meet the needs of clients, and that they can make innovative decisions.

Interview Question: Have you ever tried to delay any decision-making? What were the consequences of this on both your company and customers?

Interview Answer Guide: You want to hear that the applicant does not like to delay decision-making, they can make quick decisions, and they can implement decisions in a timely manner.

Interview Question: Do you always make decisions on your own without the help of others? In which situations do you seek other's help for decision-making?

Interview Answer Guide: Candidate should show that they have the presence of mind and sensibility to judge any situation and make a decision independently, if required. You should hear that in critical situation candidate will seek advice and guidance to reach correct decision.

DETERMINATION

Interview Question: How do you prioritize your work? Give us an example.

Interview Answer Guide: Applicant's answer should that they know the difference between high and low priority tasks.

Interview Question: Would you describe yourself as resilient? If so, please give some recent examples.

Interview Answer Guide: Candidate should show strong character and will-power when answering question. They should appear to easily over-come obstacles.

Interview Question: Describe a time when you took on additional work to help your team meet a crucial work goal?

Interview Answer Guide: You want to hear that the applicant has taken on extra work to help the company, to help the team's performance, and/or to help meet an objective set for his/her department.

Interview Question: Give me an example when you spoke out about something you didn't feel was right.

Interview Answer Guide: Applicant's answer should show that they have a very clear point of view and expresses them forcefully whenever the need arises; takes the initiative to prove his/her point; has a strong, commercial, ethical viewpoint.

Interview Question: Give me an example when you had to face and overcome strong opposition against you in a meeting.

Interview Answer Guide: Answer should show that they have a strong character and willpower to face anyone if they feel their point is right. They should be able to articulate and justify their arguments in a clear, logical and reasonable way.

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

DIPLOMACY SKILL

Interview Question: Have you ever felt irritated or frustrated while dealing with a customer? How do you respond when customers become demanding beyond an acceptable level?

Interview Answer Guide: Answer should show that applicant is well-tempered, able to control and safeguard professional interests in agitated situations.

Interview Question: How do you respond when you receive negative feedback from a customer about you personally? What approach would you take to deal with such a customer?

Interview Answer Guide: Applicant should show that they do not let personal ego come in the way of professional behavior. Notice if they can take criticism well and if they see the value of positive criticism.

Interview Question: How would you respond if one of your colleagues came to you and asked you something, which you could not reveal to him, because you were bound by confidentiality?

Interview Answer Guide: Answer should show that he/she can balance confidentiality and communications with co-workers, can keep necessary information confidential, and does not feel bad about keeping confidential information from co-workers.

Interview Question: Have you faced any situation when you needed to act very skillfully and discreetly? How did you manage?

Interview Answer Guide: You should hear that applicant is cautious while interacting with customers and co-workers to avoid future problems, that they think about the long-term, and that they want to maintain positive, personal, working relationships.

Interview Question: What kind of customer queries have you been handling? How do you manage to meet their requirements and how do you respond to them?

Interview Answer Guide: You should hear that candidate is well-mannered, well-tempered, and reliable when dealing with customers.

ETHICS

Interview Question: Explain the system of maintaining compliance with relevant laws and ethical standards. Do you play any role in it?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Answer Guide: Job seeker should understand the significance of work related, standards, ethical standards, and laws relating to the business; Job seeker should be able to integrate these areas for the best interest of the company and behave in a responsible manner.

Interview Question: Tell me about a time when you had to make an uncertain decision, and there was a possibility of an adverse public reaction. How did you manage the situation?

Interview Answer Guide: Job seeker should consider all ethical standards and current laws to make a well-calculated decision. Potential employee needs to be determined and courageous enough to remain on side of truth and correct business standards; all risky decisions should be weighed heavily.

Interview Question: Have you ever tried to raise issues and methodologies that you thought may have been unlawful or not in accordance with professional principles?

Interview Answer Guide: Job seeker should know what is correct and incorrect from the viewpoint of law and ethics; Should have the confidence to bring attention to another colleague's ways of working if they are not in compliance with law and acceptable standards.

Interview Question: Have you ever faced a situation when you had to take a longer way of doing something in order to adhere to proper professional standards? Tell me more about it?

Interview Answer Guide: Answer should show that the job seeker has a high respect for professional standards and maintains them in everyday behavior.

Interview Question: How would you manage a situation where you believed that something was not in compliance with professional ethics? Have you ever faced such situation? If so, tell me more about it.

Interview Answer Guide: Job seeker should be reliable, confident, and courageous enough to initiate decisions and take relevant actions if they consider something violates professional ethics.

Interview Question: What would you do if you saw a valued customer behaving in an unethical manner?

Interview Answer Guide: Job seeker should make sure that his company is not affected or dragged into such behavior, either

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

directly or indirectly. An employee would need to evaluate if the current business/employee relationship should be continued.

FINAL QUESTION

Interview Question: Is there anything you would like to add before we end?

Interview Answer Guide: This is where the candidate should take the opportunity to sell themselves by reviewing skills, qualifications, education, and personality traits that would make him/her good for the open position. Employer will be looking watching the job seeker's reaction and paying attention to their answer.

Interview Question: Have we missed anything that you'd like to add?

Interview Answer Guide: Employer will be looking to see if the candidate takes this opportunity to sell themselves. They should be trying to prove that they can do the job.

Interview Question: Do you feel that we have covered everything?

Interview Answer Guide: Candidate should still be eager to show his knowledge and interest in the company.

Interview Question: Do you have any questions you would like to ask us?

Interview Answer Guide: Candidate should still be eager to show his knowledge and interest in the company; their comments and questions should be aimed to prove that they want the position.

MAKE MEGA WEALTH WITH YOUR COMPUTER KNOWLEDGE!

START YOUR OWN COMPUTER TRAINING BUSINESS ANYWHERE IN

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

NIGERIA WITH LITTLE OR NO CAPITAL!

Email: computertrainingbiz@gmail.com
+234-802-561-6156

Interview Question: What else should we know about you?

Interview Answer Guide: Take this opportunity to sell yourself and think about possible items you forgot to mention.

Interview Question: Is there anything that we might have left out that you would like us to clarify?

Interview Answer Guide: Candidate should be eager to show his knowledge and interest in the company.

ILLEGAL QUESTIONS

Interview Question: Questions into a person's birthplace are illegal. Also asking a person's religious affiliation is illegal, or asking about religious customs and ceremonies.

Answer guide:

Interview Question: If an individual's disability does not hinder job performance, it is not permissible to dismiss the person for that reason.

Answer guide:

Interview Question: It is illegal to ask question regarding age, but it is ok to ask for a confirmation of age after hiring.

Answer guide:

Interview Question: Illegal interview questions include asking about a person's

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

height or weight. However you can ask if a person is able to lift a certain amount of weight necessary for job performance.

Answer guide:

Interview Question: Asking about a person's race or color is also illegal. Exceptions hold for employment records for an equal opportunity employer and for affirmative action status, after hiring.

Answer guide:

Interview Question: The questions do not necessarily have to be asked in a direct fashion to be illegal interview questions. Some questions may be illegal based on the reason they were asked. For example it is legal to ask if the applicant is fluent in another language if it is relevant to the job. However it should not be asked if it is not relevant to the job and is used to gain information about a person's nationality or place of birth.

Answer guide

IMAGINATION

Interview Question: Do like doing things in a new way? Do you think it is worth it?

Answer guide: Job seeker should be eager to experience new things and to try new approaches.

Interview Question: How many things (like systems, methodologies, standards etc) were changed at your last job because of your suggestions? How did it benefit the company?

Answer guide: Applicant should seek new solutions and ways of doing things in a better more effective way; can suggest improvement to methods and systems to achieve more efficiency.

Interview Question: What are some things that you may change in the near future about your style of working? And why?

Answer guide: Job seeker should want and like to keep improving working methods on a regular basis to achieve better efficiency at work.

Interview Question: What are the methods and systems you think should be changed in your current organization to achieve higher efficiency at work? How? Why?

Answer guide: Candidate should be able to find improvement potentials in systems and methods of work, yet keeps

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

organizational policies in mind. Looking for someone that notices detail and can come up with creative solutions.

Interview Question: Do you think that technology can help to achieve better efficiency at work? And can you give me an example to explain your thinking?

Answer guide: Job seeker should be open to try and accept new technologies which will achieve better performance, more efficiency, and possible innovations.

Interview Question: How do you use customer feedback? How do you develop a new system or work process while always keeping the customer's response well in mind?

Answer guide: Job seeker should be able to establish a relationship between work procedures and services to customer; should have ability to develop new processes of work, using response of customers, as an effective tool of reference.

Interview Question: Can you tell me about a situation where you used your imaginative skills to solve a very difficult problem?

Answer guide: Job seeker's answer should show that they can think "out of the box" and not be afraid to try new things.

INITIATIVE

Interview Question: Tell me about a time that you undertook a course of study, on your own initiative, in order to improve your work performance?

Answer guide: Answer should show that the applicant wants to keep updated on latest developments and has a strong belief in life-long learning.

Interview Question: Tell me about initiatives you have taken to improve procedures at work? Were you successful? Would you do anything different now?

Answer guide: Answer should show consistency in initiating positive actions. Job seeker should be able to contribute innovative thoughts and actions to improve different aspects of the company.

Interview Question: Tell me about a time you succeed in overcoming a major obstacle. How did it make you feel?

Answer guide: Candidate should show a strong sense of commitment and the tenacity to overcome obstacles. They should also have the ability to formulate imaginative steps to solve problems. Candidate should also learn and get inspired by personal success.

Interview Question: Tell me about a time when you found a better way of doing something, which proved to be an improvement on the existing system.

Answer guide: Job seeker should find ways of improving systems at work; be able to recognize areas that need improvements. They should also have the management skills and philosophy to improve performance.

Interview Question: Has your supervisor ever come to you and pointed out that you had not met some of your tasks at work? How frequently does it happen?

Answer guide: Job seeker should show a strong sense of responsibility, that they can take actions and initiatives, and that they can act upon them without having to be told.

INTERPERSONAL SKILLS

Interview Question: Do you think it is important to promote team building among employees in the organization? What steps do you take to ensure this?

Answer Guide: Candidate should work for good positive relations among employees and understand that good co-worker relationships are vital to the company, the team, and that positive relations improve efficiency.

Interview Question: Tell me about a time when a colleague strongly disagreed with your views, ideas, or way of working? What kind of relationship can you develop with such a person?

Answer Guide: The job seeker should have excellent interpersonal skills and that they are able to improve relations with people even in cases where they cannot agree upon certain issues.

Interview Question: Do you like people?

Answer Guide: Candidate should have a genuine 'feel' for people. They should show excellent interpersonal skills that enable the job seeker to create instant rapport with a whole range of people. Verbal responses will be evaluated: eye contact; the warmth of smile; and overall body language.

Interview Question: How frequently do you add contacts to your address book? Do you think it is worth building network of contacts?

Answer Guide: Job seeker should want to build and be able to build more contacts. They should understand that more contacts can help them achieve professional/company related goals.

Interview Question: Describe how you get on with your work colleagues? How frequently do you seek each other's support? How frequently do others seek and ask for support from you?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Answer Guide: Job seeker should show, with words and body language, that they feel comfortable working with people, that they like to work in a team, and that they prefer a cooperative and supportive working environment.

Interview Question: What, in your view makes a person likeable?

Answer Guide: Job seekers answer should indicate that the applicant can see beyond the “surface” of a human. They should not see color or be able to look beyond color. They should be understanding and non-judgmental about religion, politics and/or any physical differences.

Interview Question: Do you think it is worthwhile to establish new relationships? What are the consequences of building new relationships in your professional and personal life?

Answer Guide: Answer should indicate that the applicant understands the importance and value of relationships in life; this should include both business and personal relationships.

Interview Question: How will you initiate a new relationship with a potential client? Do you think it is necessary?

Answer Guide: Job seeker should show that they feel comfortable meeting new people, that they can develop relationships with different types of people, but also be cautious and aware of the best interest of the company while building new client relationships.

INVENTIVENESS

Interview Question: When you need to create an order of job tasks that need to be completed, how do you decide which task has priority?

Answer Guide: Job seeker should be responsible enough to prioritize their tasks. They should also have the ability to organize effectively, and be focused enough to handle the most important tasks first.

Interview Question: What steps do you take when you have to make an immediate decision and you do not feel you have all the relevant or necessary information?

Answer Guide: Job seeker should be able to successfully handle a stressful situation and make a good decision. The applicant should be able to evaluate the current information effectively and make a good decision.

Interview Question: If you are given a specific problem to solve, how do you decide what information is necessary to come up with a good solution?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Answer Guide: Applicant should be capable of deciding what information is necessary to make an informed decision. If they are not they should be capable of using a team effort to bring about a successful conclusion.

Interview Question: You need information, and access to it is being denied to you. What steps do you take to acquire the information?

Answer Guide: Applicant should show that they are effective at troubleshooting any problems that may arise internally. They should be capable of building and utilizing an effective network of information.

Interview Question: When was the last time you used an inventive method to draw out company resources beyond a level that is usually met?

Answer Guide: Job seeker should be resourceful and ingenious when dealing with company information and equipment. He or she should effectively decide how to be a custodian of company assets.

Interview Question: When you are working, how often do you think of innovations that will improve your work performance?

Answer Guide: Applicant should be able to come up with and contribute ideas for solving problems. They should search for creative ways to improve processes and procedures and try out new ideas.

Interview Question: What if there was a person you intensively disliked within your work team, yet you sense that this person is going to be the most creative in bringing the assignment to an effective conclusion. What steps do you take to nurture their contribution and demonstrate that you value their input?

Answer Guide: Job seeker should be character driven rather than emotionally driven. A successful conclusion should take precedence over an emotional response.

JOB KNOWLEDGE

Interview Question: In which areas do you consider yourself to be a specialist, and how do you envisage being able to utilize your expertise within our organization?

Answer Guide: Commitment to expand expertise by building a foundation of core knowledge, and realizing that this base can be expanded.

Interview Question: In what specific areas do you need to expand your knowledge to become more proficient at this job?

Answer Guide: Job seeker should demonstrate a commitment to expanding knowledge in core functional areas and recognize the need to change and expand ideas.

Interview Question: In which areas of your job do you feel capable and in which areas to you feel more comfortable utilizing other people's experience?

Answer Guide: Applicant should recognize their personal limitations, demonstrate a commitment to improve, and understand the value of team work.

Interview Question: When did you last volunteer to take a work project simply because it allowed you to expand your personal knowledge of the internal structure within your company?

Answer Guide: Answer should demonstrate a commitment to learn about the internal structure of their working environment.

Interview Question: Describe a recent occasion when you used your knowledge of the internal structure, within your company, to answer complex questions about the organization?

Answer Guide: Job seeker should have the ability to discuss technical issues about how the internal structure of a company works. This skill can assist either a customer or a supplier to use the company in a more productive manner.

Interview Question: Can you suggest methods to utilize your knowledge of the company's structure to improve relationships with our customer's and clients?

Answer Guide: Answer should demonstrate a willingness to improve customer relations.

JUDGEMENT

Interview Question: When you observe a curious pattern in data, how do you analyze it?

Answer Guide: Candidate should have an ability to recognize data patterns and be able to use an analytical approach to assess why those patterns occur.

Interview Question: When a logical approach to a problem is ineffective, how do you come up with a solution?

Answer Guide: Job seeker should be capable of being a lateral and creative thinker when addressing problems.

Interview Question: What steps do you take when a customer claims that part of his consignment has not been delivered?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Answer Guide: Applicant should show the ability to take responsibility for actions outside his/her direct control.

Interview Question: What do you do when someone else's errors are adversely affecting your project?

Answer Guide: Job seeker should have the skills to analyze the cause of the problem and can get to the truth before making a decision.

Interview Question: When was the last occasion that you had to make an instant character judgment of a person to come up with a solution to a problem?

Answer Guide: Job seeker should show the ability to appraise and evaluate another's motives and intentions quickly. They need to do this in an effective manner.

LEADERSHIP

Interview Question: Describe one experience when you had to lead a team.

Answer Guide: Applicant may not have had experienced a leadership role, but they should be able to display leadership skills and abilities.

Interview Question: How do you keep each member of the team involved and motivated, while keeping morale high? What steps do you need to take to achieve this?

Answer Guide: Applicant should work hard to develop respect for each member of the team and try to make team members feel important. Mutual respect is vital to success.

Interview Question: In what situations do you prefer to use your leadership skills? Can you give me some examples?

Answer Guide: Applicant should have ideas about where their skills would work best. They should show that they create solutions to tricky and unexpected situations when extraordinary leadership skills are needed.

Interview Question: Does you like to praise team members in public? How do you express your appreciation of them?

Answer Guide: Job seeker should be open-minded enough to appreciate the efforts and achievements of every member of the team.

Interview Question: Have you ever tried to act as a mentor to a colleague? Was it worth it from a professional point of view?

Answer Guide: Applicant should enjoy assisting others in their personal development as it helps to achieve common goals. They should understand that Helping people increases morale.

Interview Question: Have you ever tried to do a job for which you were unqualified for? How did you react at that time? Were you able to accomplish your task?

Answer Guide: Applicant should indicate an ability to take risks and chances to achieve goals at work. Their hard work should inspire others.

LEARNING SKILLS

Interview Question: Explain a recent mistake. What did you learn from it and in what areas can you utilize that knowledge in the future?

Answer Guide: Candidate should display a level of adaptability and be able to apply learning in a resourceful and innovative manner. Candidate should be able to acquire knowledge from errors as well as triumphs.

Interview Question: When was the last time that you volunteered to expand your knowledge at work, as opposed to being directed to do so?

Answer Guide: Candidate should demonstrate a level of personal enterprise and initiative to acquire work knowledge voluntarily.

Interview Question: When did you last acquire effective knowledge in your own time and how can you apply this towards your career?

Answer Guide: Candidate should display an aptitude for personal growth by independently learning and should be prepared to utilize that knowledge in multi-lateral ways

Interview Question: What was the last seminar you attended? How did you apply this new-found knowledge towards your work?

Answer Guide: Candidate should demonstrate a real commitment to formal education, as well as the ability and imagination to apply these new concepts directly within the work place

Interview Question: In which specific areas of your work are you really interested in expanding your knowledge of? How do you intend to achieve this?

Answer Guide: Applicant should be committed to self-development through a continuous learning process, whether at work or away from work. Goal should be to improve their contribution to the work force and/or the company.

Interview Question: When was the last occasion you asked for direct feedback from a superior or a customer? How did you then use this knowledge to improve your personal performance?

Answer Guide: Candidate should be capable of constructively applying all forms of feedback towards creating a better and more efficient performance.

Interview Question: What is personally fascinating about the areas of your job in which you wish to expand your knowledge?

Answer Guide: Job seeker should demonstrate a provable level of interest and creativity for all aspects of his/her work

LISTENING SKILLS

Interview Question: Are you capable of getting to the bottom of a situation, when some one is incapable of communicating what they really mean? If so how do you achieve this?

Answer guide: Applicant should be able to understand work-related language, be able determine what a co-worker is trying to say, and be intuitive in recognizing human emotions.

Interview Question: Relate an occasion when you withheld your own opinion, and tried to obtain the opinion of others, and why was this action important?

Answer guide: Applicant should know that as a team player the views of others are important. The ideology of the phrase "There is no 'I' in team" should be represented. Ego and/or narcissism should not be a trait applicant expresses.

Interview Question: Describe an incident when you had to listen attentively in order to act quickly enough to meet a deadline.

Answer guide: Answer should show that applicant has good listening skills and that they are a dependable person who responds accurately to the central issues.

Interview Question: Give an example of a time when you had to ask direct questions to bring out diverse opinions on a central issue.

Answer guide: Job seeker should have the skills to convince others to fully participate in a discussion and help them expand on their ideas.

Interview Question: How do you deal with situations when others are finding it hard to communicate effectively with you?

Answer guide: Candidate should have the ability to use their listening and interviewing skills to clarify issues and make points easier to understand. They should be able to influence the

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

conversation in a way that allows other people to effectively communicate; should not be impatient.

Interview Question: What do you do when someone is deliberately giving you vague, dissembling, or even obstructive information, which hinders your ability to complete a task?

Answer guide: Applicant's should be capable of determining what information is correct. By clarifying with a superior or researching they work around the obstruction. They should try to bring the conversation to a satisfactory conclusion, but always have the best interests of the company in mind.

MANAGE CHANGE

Interview Question: Tell me about a time when you experienced a major change to your normal work practices. How did you handle it?

Answer Guide: Applicant should handle change and ambiguity with ease. They should not oppose change out of habit or fear and they should understand that change is often a good thing.

Interview Question: During your career, you must have experienced some difficult times. If so, how did you maintain a positive attitude?

Answer Guide: Applicant's answer should indicate that they are a positive thinker and that they know how, and the skills, to handle tough situations.

Interview Question: Describe a time when there was a fundamental change in the way things were done in your workplace. What was your response towards it?

Answer Guide: Applicant should be courageous in facing any sort of change, view things in an unbiased manner, and have the interests of the company in mind.

Interview Question: Describe how you felt when there were some recent changes at work.

Answer Guide: Job seeker should be optimistic and easily takes things as they come.

Interview Question: Tell me about a time when you were very much opposed to a change that affected your work practices. How did you get through it?

Answer Guide: Job seeker should try to view things in an unbiased manner, have the strength of character to voice their concerns if he /she thinks a new practice will have a negative effect on overall efficiency, and articulate their position with well-reasoned arguments.

Interview Question: Describe a time when you wanted some change in the working style of the team, but others were reluctant to do so. How did you go about it?

Answer Guide: Applicant should have the communication and persuasion skills necessary to convince others. They should be able to articulate and justify his/her point to prove that the change suggested is for the benefit of the business as a whole.

MANAGEMENT ABILITY

Interview Question: With reference to a day's work, what steps do you take to organize and prioritize your tasks?

Answer Guide: Applicant's ability to focus will be evaluated. They should be able to organize and plan the tasks to be completed.

Interview Question: How do you decide which tasks take priority when organizing a complete project?

Answer Guide: Applicant should appear focused when deciding what needs to be completed first and show common sense in their decision making.

Interview Question: How do you perform when others need your guidance in a business crisis?

Answer Guide: Job seeker should show that they can supervise and give direction while acting under stress.

Interview Question: Has there been an occasion when you refused to bow to a customer's pressure to "bend the rules"?

Answer Guide: Applicant needs to demonstrate ethical professional standards. They should always keep in mind the interests of the organization and understand that these interests are more important than the customer's interests.

Interview Question: What do you do when you discover you are in a compromising situation?

Answer Guide: Applicant should show the ability to make good, fast decisions. They should not be a victim and should work towards doing what is right. They should be able to be honest without being naive?

Interview Question: Describe a specific instance, in a group situation, where you made your views known about an issue important to yourself. What was the issue, and why was it crucial?

Answer Guide: Applicants answer should indicate that they are capable of leadership qualities through effective communication. They should not be intimidated easily.

Interview Question: Your whole team has proposed a course of action, but you believe that the stance is unethical, how do you react?

Answer Guide: Applicant must be able to express their views in profession and persuasive manner. They should not bend under pressure and should be able to stand up for what they think is right.

MENTAL ATTITUDE

Interview Question: How do you handle a situation where the workload is beginning to be too much and your emotions start to be involved in the situation?

Answer Guide: Candidate should be able to step outside of an emotive situation, evaluate the problems, come up with solutions, and be character driven?

Interview Question: How do you handle yourself when you feel the world is against you?

Answer Guide: Response should show applicant is in control of their attitude, that they think rationally, and they do not see, or allow, themselves to be a victim.

Interview Question: How would your mother describe your attitude towards work?

Answer Guide: Applicant should respond with humor and yet still attempt to give an honest appraisal of his/her character traits. This includes both positive and negative traits as viewed from another person's perspective.

Interview Question: Have you ever had an occasion when you discovered a strong point in your character, that you didn't know you had? Then think of the same occasion, but with a personal limitation.

Answer Guide: Answer should demonstrate whether or not there is an ability to recognize and exploit strength of character and/or recognize weakness.

Interview Question: Is it useful to be able to quickly and accurately appraise another person's temperament?

Answer Guide: Candidate should show that their personal perceptions are not biased and that they have the ability to make accurate judgments quickly.

Interview Question: When was the last time you had a project that really energized you.

Answer Guide: Applicant should demonstrate a high level of enthusiasm, energy, and dedication.

Interview Question: What is your general attitude towards life?

Answer Guide: Candidate should have a positive confident attitude. Words and body language will be evaluated to determine whether or not a truthful answer was given.

Interview Question: Do you attempt to predict how others will react to a given situation or a suggestion?

Answer Guide: Job seeker should anticipate reactions and objections which shows the skill to plan ahead. Job seeker should value people and understand the necessity of finding common goals and grounds.

Interview Question: How do you react when asked to do something beyond your capabilities?

Answer Guide: Job seeker should be able to admit that they do not know some things. They should have the ability push themselves forward in a challenging situation.

Interview Question: Would you describe yourself as an optimist or a pessimist?

Answer Guide: Most people are a mixture of the two, but the applicant's words, presence and body language (especially the energy in the eyes) will indicate the predominant personality trait(s) and/or beliefs.

MOTIVATION

Interview Question: Describe a project you were involved in that really excited you? How long did that feeling last?

Answer Guide: The candidate should reveal a dedication and passion towards their work.

Interview Question: Tell me about a time when you willingly volunteered for a task. Also, why were you so interested in this specific task?

Answer Guide: Applicant should express that they take the initiative when it comes to additional work and they are always interested in increasing their knowledge and contacts. Applicant should have plenty of energy to do more.

Interview Question: Tell me about a hurdle which got in the way of achieving an ambitious goal. How did you go about overcoming it?

Answer Guide: Job seeker should show that they are a hard worker and that they try to achieve ambitious goals; they should not surrender easily.

Interview Question: Tell me about a goal you achieved which at some points seems hopeless? Why did you keep going on?

Answer Guide: If candidate has done this, it shows great energy and commitment. Candidate should also show that they can work hard, but are not obsessive about their work.

Interview Question: Describe a work related goal that you have set for yourself.

Answer Guide: Applicant should appear to self-motivate by setting ambitious goals and targets.

Interview Question: Can you tell me at least three things that you have done in the past year to improve yourself, both business-wise and competency wise?

Answer Guide: Applicant's answer should show an interest in learning new things, they should be self-motivated, and want to be as qualified as possible.

Interview Question: Tell me about a time when you and your whole team were demoralized for some reason. What do you do to raise spirits?

Answer Guide: Job seeker should express him/herself as a team player. They should be self-motivated and group motivated. They should not give up easily and have the ability to empathize with other colleagues.

Interview Question: Would you regard yourself as a self-starter? Can you give me a recent example where you displayed this quality?

Answer Guide: Answers should prove that applicant can self-motivate by setting ambitious goals, working hard, and keeping up with current trends. They should clearly demonstrate this quality with appropriate examples.

NEGOTIATION SKILLS

Interview Question: When was the last occasion that you had to use your negotiating skills to bring about a resolution that was in everyone's best interest?

Answer Guide: Applicant's answer should prove that the job seeker has the capacity to employ negotiating skills for the benefit

of the company, the customer, and themselves in personal situations.

Interview Question: Do you need to make your attitude more positive when marketing yourself and your ideas to others?

Answer Guide: Applicant should be positive and a confident attitude towards marketing themselves and their ideas.

Interview Question: What skills do use when you need to influence the way other people think?

Answer Guide: Job seeker should be able to use effective strategies to create a compromise. They should be persuasive, should have the ability to empathize, and should want to create a “win-win” solution for everyone involved.

Interview Question: When was the last occasion that you were given an assignment to develop your mediating skills, and what was the conclusion?

Answer Guide: Candidate should actively seek assignments to develop their mediating and negotiating skills.

Interview Question: Have you had an experience where you realized that you had to be more positive and persuasive when selling you ideas to others? What did you learn from this experience?

Answer Guide: Applicant should recognize the necessity to continually develop their skills, should seek constructive criticism and advice, and be able to not take criticism personally.

Interview Question: When your credibility is compromised, what steps do you take to rectify the situation?

Answer Guide: Candidate should know that they need to strengthen their bargaining power and educate themselves on all issues involved. This will give them an effectively stronger position.

ORGANISATIONAL SKILLS

Interview Question: When it is your responsibility to organize and plan a project what steps do you take?

Answer Guide: Answer should show preparation and focus when using organizational skills. Applicant should be able to prepare narrowly focused project plans.

Interview Question: How do you accommodate last minute changes that have to be incorporated into your work?

Answer Guide: Candidate should anticipate the possibility that amendments have to be made and plan accordingly. They should also have the skills to integrate new information into a nearly completed project.

Interview Question: How do you prioritize the tasks to be completed in one complete work project?

Answer Guide: Answer should show that applicant knows how to plan ahead, make good decisions, analyze different possibilities, and effectively accomplish the maximum workload.

Interview Question: Illustrate how you prioritize each day's tasks?

Answer Guide: Applicant should have the necessary skills to recognize the top business priorities.

Interview Question: What do you do when a project is not coming to fruition as expected, because of inefficient planning?

Answer Guide: Applicant should have the ability to problem solve, handle competing priorities, be able to multi-task and have the ability to effectively process and re-organize planning structures to ensure a successful conclusion.

Interview Question: What steps do you take when the work of a colleague threatens the completion of a project?

Answer Guide: Applicant should be able to accommodate and reorganize a schedule. They should be strong enough to sort out, with tact and success, any work deficiencies of a team member and communicate with that co-worker.

PATIENCE

Interview Question: Are you a patient person?

Answer guide: A candidate should answer question in an affirmative manner and back it up with convincing examples.

Interview Question: Most people find it very hard to be patient? How do you manage it?

Answer guide: Candidate should lead a disciplined life-style, which includes a range of calming, life-enhancing hobbies and activities. They should appear to have a calm personality.

Interview Question: Can you tell me about a situation that really tested your patience?

Answer guide: Answer should display a patient and positive attitude when challenging situations occur. Applicant should be able to achieve goals that require a lot of time and patience.

Interview Question: What types of people annoy you?

Answer guide: A good answer here would suggest a candidate can think “on his/her feet”. Applicants may mention something like “people who intentionally and repeatedly don’t do their jobs properly – even though they have accepted the job and the paycheck that goes with it”.

Interview Question: “Genius is infinite attention to detail” would you agree with this definition?

Answer guide: Job seeker should understand that patience, focus, and a commitment to succeed are essential to the achievement of any task.

PEOPLE SKILL

Interview Question: Have you ever asked for feedback about your work? Is feedback a positive or a negative?

Answer Guide: Applicant should consider feedback from others important to him/her, they should be a good listener, and they should be able to process feedback in an optimistic way to improve skills and services.

Interview Question: Can you explain the working culture of your current team? How do you manage to let your colleagues know that you are concerned about them?

Answer Guide: Applicant should not be self-centered; they should be kind, understanding, and cordial in meetings; they should be obliging and supportive.

Interview Question: When faced with a problem do you ever view it from the other person’s point of view? Can you give me a recent example?

Answer Guide: Answer should show the applicant can easily see things from another’s point of view. They should be able to understand another’s way of thinking and understand their interests. They should make decisions considering all dimensions of the situation.

Interview Question: Tell me about a time you had to deal with a customer who was very vague.

Answer Guide: Job seeker should be able to recognize or assess the feelings and views of others while interacting with them. They should be able to determine what a customer wants from him/her.

PERSONALITY TRAIT

Interview Question: How do you cope when unexpected obstacles hinder your work?

Answer Guide: Job seeker should display a persistent, positive attitude to problem solving and recognize that goals are achievable, even with obstacles. They should know that obstacles are a part of life.

Interview Question: With reference to a recent teamwork project, what went smoothly and in what areas could the work performance have been improved?

Answer Guide: Answer should show an understanding of the commitment necessary to build superior working relationships. Applicant should be able to coordinate the efforts of everyone and handle conflicts or obstacles that may arise.

Interview Question: When has personal audacity improved your work performance?

Answer Guide: Applicant's answer should show courage, a drive to push forward, and being committed to getting superior results.

Interview Question: At certain times everyone has to work with a person where there is a serious clash of personalities. How do you handle a situation where there is mutual dislike?

Answer Guide: Applicant should have a commitment to the company, understand the benefits of team work, understand how important their role is, and work towards completion of a project, despite personality clashes.

Interview Question: Tell me about a situation where you had an experience that caused you to grow in an unexpected and new direction.

Answer Guide: Applicant should demonstrate the ability to nurture life's experience and then apply the experience to other situations.

Interview Question: What are your current career objectives and what steps will you take to achieve them?

Answer Guide: Job seeker should have ambition and the sufficient drive to reach personal targets.

Interview Question: What steps do you personally take when work tasks are falling behind schedule.

Answer Guide: Job seeker should demonstrate a positive attitude and the ability to overcome obstacles in a personal and team effort.

PRESENT JOB

Interview Question: Do you like your present job?

Answer Guide: Answer should show ambition, have the need to extend themselves with new challenges, and see the new position as an opportunity to develop. Applicant should not delve into any problems in his/her present job, problems with colleagues, lack of opportunities, conflicts or remuneration issues.

Interview Question: What prompted you to take your present job?

Answer Guide: Applicant should discuss ambitious reasons and a well thought out career plan.

Interview Question: Why do you want to leave your present job?

Answer Guide: Applicant should not lie about the reason, but it is wise to not mention multiple conflicts and negative interactions with superiors. Discuss positive interactions with colleagues, opportunities that were expanded upon, and why they felt they could not move up in the company. Should have a drive to become more successful.

Interview Question: Can you describe a typical day in your present job?

Answer Guide: Answer should show planning ability, ability to prioritize, productive amount of energy, company commitment, and strong interpersonal skills.

PRESSURE

Interview Question: Illustrate an occasion when something visibly shocked you, but you had to appear composed?

Answer Guide: Applicant should have the ability to handle uncertainty, be able to think on their feet, and be character driven.

Interview Question: How do you handle circumstances at work that make you feel temperamental or cynical?

Answer Guide: Applicant should display maturity, the ability to assess the entire situation, the ability to make good decisions, and keep an optimistic attitude.

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: During a significant setback, who were the people you could depend on?

Answer Guide: Applicant should be able to describe an established network of people he/she can trust.

Interview Question: What steps do you take to reduce your personal stress levels when there are stressful occasions at work?

Answer Guide: Applicant should have the ability to recognize and work through stressful occasions, have stress-reducing techniques, and understand the need to take care of one's mind and body.

Interview Question: What steps do you take to accommodate sudden and immediate changes that occur within your organization?

Answer Guide: Candidate should have the ability to function with incomplete information, have an adaptable attitude towards changing conditions, and handle change well.

Interview Question: When you last had a conversation with your manager's manager, what did you discuss and how did you feel?

Answer Guide: Authority should not intimidate the applicant. They should be able to conduct themselves in a well-mannered, professional manner.

Interview Question: Have you ever been overlooked for a promotion, which you felt you deserved? How did you react?

Answer Guide: Applicants ambition level and the ability to react positively towards personal career setbacks should be apparent.

PROBLEM SOLVING ABILITY

Interview Question: Please give me a specific example of how you obtained information to solve a problem? What was the problem and how did you decide what information you required?

Answer Guide: Candidate should have a logical method of acquiring information and have a valid problem solving model.

Interview Question: What steps did you take on the last occasion that you detected the cause of a company operating error?

Answer Guide: Answer should show that the job seeker has analytical and troubleshooting skills.

Interview Question: When you handle a project that requires systematic data acquisition and accurate analysis, what steps do you take?

Answer Guide: Job seeker should be methodical about the acquisition and analysis of data and recognize their function in the development of plans.

Interview Question: What is your approach to managing important projects?

Answer Guide: Job seeker should have the ability to anticipate and resolve issues. The candidate should be able to organize his work into manageable steps.

Interview Question: When faced with a work-related problem, what steps do you take to address the issue?

Answer Guide: Applicant should have an analytical approach to problem solving and use innovative methods.

Interview Question: On the last occasion that you went out of your way to analyze the cause of a problem, how did you proceed?

Answer Guide: Applicant should have the willingness to take whatever steps are necessary to analyze the cause of the problem. They should also have the capability to develop effective and innovative solutions.

Interview Question: What steps do you take when a colleague is impeding your progress at work?

Answer Guide: Candidate should not be confrontational, but prepared to negotiate a positive resolution.

PROFILE MATCH FOR NEW COMPANY

Interview Question: Why do you want this job?

Answer Guide: Answer should show clear, definite reasons. Applicant should show that they have researched the company well and be totally prepared. Applicant should be able to demonstrate his/her skills, competencies, and explain how their experience can benefit the company. Answers should have no doubt or hesitation.

Interview Question: What aspect of this new job attracts you the most?

Answer Guide: Job seeker should definitively know what he/she wants. They should have done their research professionally, be clear and definite in perusing their goal of working with this organization and sell their skills with strong persuasion benefit.

Interview Question: What do you know about our company?

Answer Guide: Applicant should know what the company's services are, the type of people they work for, their financial

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

situation, and they should have studied the company website. It should be obvious that the applicant research the company well.

Interview Question: What do you know about the position you are being interviewed for?

Answer Guide: Applicant should be able to describe the benefits if they know what they want. Researching the company would help them understand the job description. Should have clear work goals.

Interview Question: Where can you make the greatest contribution to our firm?

Answer Guide: Applicant should sell their skills and abilities to you, understand (due to research) where they will fit in, and what they will achieve with the company in that position.

REFERENCE

Interview Question: What references will your current employer give you?

Answer Guide: Applicant should have positive, confident answers and show no hesitation.

Interview Question: Have any of your employers ever refused to give you a reference? If so, please explain?

Answer Guide: If this has occurred a positive answer should be planned and practiced. Employers will probe deeper when searching for a very convincing answer.

Interview Question: Can we check your references?

Answer Guide: The job seeker may answer yes or no, but they should be aware that the interviewer will be paying close attention to the answer and evaluating body language.

RELIABILITY

Interview Question: How many days of attendance at work should be considered satisfactory? What has been your record of attendance at work?

Answer Guide: Applicant should feel that employees should make it to work everyday, unless there is a definite emergency. Job seeker should want to be punctual about attendance and consider attendance an important part of work.

Interview Question: Tell me about a time when you were accountable for a mistake you made. Did you accept responsibility?

Answer Guide: Answer should show that applicant can accept responsibility for any mistakes made.

Interview Question: Have any of your colleagues been regularly late at work? What was the reaction to this in your team?

Answer Guide: Job seeker should have an awareness and sincerity towards punctuality and attendance. Should consider regular attendance a necessary factor for success at work.

Interview Question: What is your approach towards your personal and professional goals? How do you prioritize them? Give me some examples?

Answer Guide: Applicant should consider work a very important part of life. And have the ability to adjust or compromise other issues to achieve professional goals.

Interview Question: Do you regularly keep in touch with customers? How do you tell customers about new products and updates?

Answer Guide: Applicant should want to keep a constant and persistent eye on his customers and their requirements. He/she should be at ease when communicating with his/her clients.

Interview Question: Tell me about a time you handled a situation in the wrong way? Did you admit your mistake? If so, to whom? How did you handle situation?

Answer Guide: Applicant should be straightforward, reliable, and able to accept their faults. They should want to learn from their mistakes and make sure not to repeat them.

RESIGNATION

Interview Question: Have you ever been asked to resign?

Answer Guide: If the candidate has, they should explain the situation in a positive manner. Interviewer will look for positive and/or negative reasons, ethical reasons, or they may try to determine whether or not the applicant would have been fired had they not resigned.

Interview Question: Have you ever been fired?

Answer Guide: If the candidate has, they should use extreme caution when answering the question. Convincing reasons will be necessary and should be planned before the interview.

Interview Question: How would you resign from a company if you had decided upon that option?

Answer Guide: Applicant should understand that they need to give sufficient notice and would allow for discussion with their superiors regarding the matter.

RESOURCEFULNESS

Interview Question: When deciding how to organize your work, how do you assess what tasks need to be given priority?

Answer Guide:: Applicant should be focused when deciding which tasks need to be done first. They idea of organizing tasks should not make the applicant nervous.

Interview Question: Describe a time when you made your resources stretch beyond the point that you or others thought was realistic.

Answer Guide: Applicant should not appear to be wasteful, economically-thoughtful with company information, equipment, and materials.

Interview Question: What steps do you take when there is an immediate decision to be made, but without having all the data available?

Answer Guide: Applicant should appear to be capable of coping with stressful decisions. They should be resourceful while working under pressure and should not appear to be anxious about the situation.

Interview Question: When there is too much work to be completed in one day how do you prioritize your tasks?

Answer Guide: Job seeker should be capable of focusing on the most important tasks, not merely bury themselves in work, and be able to complete job tasks in a timely manner.

Interview Question: When was the last time that you tried a new idea to improve your work performance?

Answer Guide: Applicant should not be resistant to change; they should be capable of creating more functional work practices.

Interview Question: if you were confronted about an error, for which you were not personally responsible, how would you explain yourself?

Answer Guide: Applicant should be resourceful and calm when explaining an error without being controversial and confrontational.

RESPONSIBILITY

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: Tell me about a time when you asked for extra responsibility in any of your previous jobs.

Answer Guide: Applicant should show a natural desire for doing extra tasks willingly.

Interview Question: Tell me about a specific task you undertook, which was a challenge for you?

Answer Guide: Applicant should try to do his work with dedication, even in stressful circumstances.

Interview Question: How do you manage your time in a project when the project has a tight deadline? Give an example to prove your point.

Answer Guide: Job seeker should know the importance of time management in projects and be able to show this in his/her personal example. They should also show that they have the techniques and ability to manage time properly under the pressure of completing major projects.

Interview Question: Describe to me in detail a time when you took the initiative in a major project.

Answer Guide: Applicant should express a desire to take on more responsibility when needed. They should have enough confidence to single handedly make decisions and a desire to move up in the company.

Interview Question: Describe a situation in where you had a task that was quite demanding and what was the result of it?

Answer Guide: Applicant should show strong decision making powers and a feeling of responsibility towards his/her work.

Interview Question: Tell me about a time you got totally fed up on the job. What did you do after that?

Answer Guide: Job seeker should be able to accept his/her mistakes gracefully and try there best to resolve it. They should also be able to determine why the situation became so stressful.

Interview Question: What is your first reaction when your senior manager assigns a task that you think is impossible?

Answer Guide: Applicant should have the ability to analyze the situation and make every attempt to come up with a solution. They should not have a problem asking co-workers for help from and be responsible enough to make sure that the task was done right.

RISK TAKING

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: Have you ever used a new idea without being certain of the outcome? What did you do and was it a good decision?

Answer Guide: Job seeker should have an ability to experiment and assess the results of that change.

Interview Question: What was the outcome of a time where you created an advantage for your company, even though you were not in possession of all the data?

Answer Guide: Applicant should have a courageous attitude when acting with minimal information.

Interview Question: When was the last occasion that you took a risk in the workplace, by saying or doing something that could have had adverse repercussions on you, but did not? Was the outcome in the long term favorable?

Answer Guide: Applicant should have self-assurance in proposing new ideas and understand that they may not always be heard/ the ideas may not be accepted.

Interview Question: When you are unsure of the outcome when trying a new idea, how do you react?

Answer Guide: Applicant should be capable of taking a calculated risk and have the ability to learn from it.

Interview Question: When all the conditions are variable in a project, how do determine how to proceed?

Answer Guide: Job seeker should show flexibility when trying to learn "on the job", and they should be able to tie down some of the variables, as they proceed.

Interview Question: When changes occur in the company organization, that you think will make your workload unreasonably heavier in the long term, what is your reaction?

Answer Guide: Candidate should show maturity, an ability to discuss issue with superiors, and should not have a confrontational attitude to this change.

SAFETY SKILLS

Interview Question: Has there been an occasion, when to proceed with a project you have had to use specialist safety equipment?

Answer Guide: Applicant should be completely willing to acquire and use protective equipment and use their accessories.

Interview Question: When was the last occasion you had to make an instant decision to prevent a dangerous situation from becoming a crisis?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Answer Guide: Answer should display an intuitive reaction to protecting life and property when public safety is at stake.

Interview Question: When was the last occasion when others benefited from your description of personal experiences regarding safety hazards?

Answer Guide: Applicant should show willingness and the skills to communicate experience of risks and safety hazards for the benefit of other.

Interview Question: How regularly do you change your computer access code or password? Why do you make the change and what could be the result if you neglected to do so?

Answer Guide: Applicant should seek to protect sensitive or confidential information by making non-obvious code choices when changing the password.

Interview Question: When you have been given a physically demanding task or assignment how do you handle the situation?

Answer Guide: Applicant should assess the risk involved and takes steps to not overstrain their physical capacity.

Interview Question: Has there been a situation at home or within the work place where you have observed a potential safety risk that no one else seemed to consider? If so, how did you rectify the situation?

Answer Guide: A candidate should have the capability and confidence to independently assess environmental or safety risks. They should also have self-assurance to state his opinion and have good decision making skills.

Interview Question: You are aware that your current work place does not have the most modern or effective safety equipment available. Does this bother you and/or how do you handle this situation?

Answer Guide: The candidate should be not intimidated where issues of health and safety are concerned. They should be capable of expressing a desire to acquire it.

SALARY

Interview Question: What kind of salary would you require to accept this position?

Answer Guide: Candidates should have a healthy regard for their value, be able to sell their skills and experience to you, show an ability to negotiate, act diplomatically, and have the ability to redirect the question back to you without an answer.

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Interview Question: What kind of salary do you think you are worth?

Answer Guide: Candidate should use this opportunity to sell the benefits of their skills, competencies and experience. They should show the ability to negotiate. Negativity is not needed here.

Interview Question: What kind of salary do you believe you will be earning in say, five years?

Answer Guide: Job seeker should show confidence, belief in self, and strong ambition. Candidates should see themselves in the company and growing with it.

SALES ABILITY

Interview Question: When was the last time you created a marketing innovation, which energized you, and why did it do so?

Answer Guide: Applicant should display good judgment in creating new marketing techniques and enjoy the process and the rewards that result from the innovation.

Interview Question: Apart from financial considerations, what is challenging about marketing?

Answer Guide: Applicant should understand the risks and challenges of new market developments.

Interview Question: What steps do you take when you have an idea to improve either a company service or product?

Answer Guide: Applicant should understand why they need to go to their direct superior first. They should have a commitment to improving products and services which increases positive customer relations. They should want to create a feeling of loyalty and build trust with co-workers and customers.

Interview Question: What steps do you take to promote a business idea to your manager?

Answer Guide: Applicant should have the motivation to inspire others with innovative ideas.

Interview Question: Is your objective to sell the company or the product when target marketing a customer directly?

Answer Guide: Applicant should understand the interaction between company, product quality, and reputation.

Interview Question: Market strategy is constantly changing, what steps have you taken in the last three months to keep up with of current trends?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Answer Guide: Answer should indicate that applicant knows how to keep up with changing trends and they should be able to recognize the necessity of staying ahead in a constantly changing market.

Interview Question: Sell me this pen?

Answer Guide: Applicant should have the ability to pick out key features and benefits of a product and then "sell" them effectively under pressure.

Interview Question: How would you rate yourself as a salesperson on a scale from 1 to 10?

Answer Guide: A very low rating suggests poor self-belief. Too high of a rating may suggest a level of arrogance that may be resistant to suggestions of improvement. However, if they can explain why they deserve a high rating then they may just be confident and aware of their selling skills.

Interview Question: What is your psychology of selling?

Answer Guide: Candidate should be well-versed and concise in describing his/her view of the entire structure of selling from qualifying a prospect, to handling objections, to closing.

STRATEGIC THINKING

Interview Question: How would you describe the term 'strategic thinking'?

Answer Guide: A candidate should see strategic thinking as a process of learning and you turn ideas into reality by developing one's abilities in team work, problem solving, and critical thinking. They should see it as a tool to help a business or organization confront change, plan for and make transitions, and envision new possibilities and opportunities.

Interview Question: Outline in very broad terms how you would create a strategy for say, a public interest campaign.

Answer Guide: A good candidate will list at least some of the following criteria: A clear defining of the goals and objectives of the campaign; identification of opponents; carrying out a SWOT analysis; imagining and playing scenarios; identifying primary and secondary targets; identifying allies; deciding what resources are required (salaries, expenses, other); devising tactics; drawing up an action timetable.

Interview Question: As part of the above strategic campaign, why should you carry out a SWOT analysis?

Answer Guide: Candidate should believe it is easier to make better and more effective choices after identifying strengths, weaknesses, opportunities, and threats. A SWOT analysis can be applied to a position, an idea, an individual, or an organization and is essential for good decision-making.

Interview Question: How should you go about identifying allies as part of any good business or organizational strategy plan?

Answer Guide: Candidate should be flexible, be an influential decision maker on their own, and manage good relationships with co-workers. For example, when groups with similar interests create strategic alliances, they are much more likely to achieve their goals. Allies may also be sympathetic insiders. A good candidate should understand these concepts. A sympathetic senior bureaucrat in the right organization who understands your project can also provide the most help. Finding such a person and fostering that relationship shows initiative.

Interview Question: As you develop a strategic vision for your organization what are the five key criteria that you should focus on?

Answer Guide: Answer should include the five following key criteria: Organization; Observation; Views (the environmental view; the marketplace view; the project view; and the measurement view); Driving forces; and ideal position. The candidate's ability to define his/her ideal position in clear, strategic terms is plus.

Interview Question: What are the three most common reasons why change in management fails in most organizations?

Answer Guide: Candidate should understand the dynamics of change in any form of organization and be able to determine the problems of conflict and how they relate to the change. Candidate should be a problem-solver and handle dilemmas and/or conflicts effectively. They should recognize the potential problems that may arise from a lack of attention and the inability or reluctance to change.

TEAM WORK

Interview Question: Have you ever had a role in a team project where your role was not clearly defined? How do you handle this?

Answer Guide: Applicant should have the skills to confront and clarify without being confrontational. They should be actively prepared to make a full contribution to the project.

Interview Question: When your team encounters a problem, such as irritation with another co-worker, how do you reach a good resolution?

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

Answer Guide: Applicant should value working relationships, understand how important working relationships are for the company, and be prepared to work at making the relationship function well.

Interview Question: When you receive positive feedback about the completion of a project do you give your team any credit?

Answer Guide: Applicant should be prepared to nurture and recognize team efforts and not behave in a narcissistic manner.

Interview Question: When you are part of a team that is working exceptionally well, what do you think the reasons are for its success?

Answer Guide: Applicant should be aware of the recognition of a shared purpose, should understand the importance of collaboration, and be able to pool his/her resources.

Interview Question: When you have worked on a team, and your role was crucial, what was that role? In what way was this team effort different or similar to working on your own?

Answer Guide: Applicant should have the capacity to work as a team member and as an individual. They should also recognize the importance of their contributions.

Interview Question: When did you last coordinate your work with others in a team project? What was your most successful contribution?

Answer Guide: Answer should show an enthusiasm towards working within a team framework, an enjoyment of the collaborative benefits, and positive feelings about being part of a larger team.

Interview Question: When you feel that a team is working efficiently, except for the fact that one member is clearly not "pulling their weight", what steps will you take?

Answer Guide: Applicant should be prepared to push for a situation where all members pool their knowledge, take steps to ensure all members pull their weight, and create a working environment that will improve their efficiency.

TRICK QUESTIONS

Interview Question: Have you already done the best work you are capable of?

Answer Guide: Candidate should show confidence in regards to past work, believe that the best work is ahead of him, see this position, and the co-workers, as a positive way to achieve more. Candidate should be modest, but confident.

Interview Question: How long will you stay with the company?

Answer Guide: Candidate should have researched the company and be able to explain how he/she will integrate themselves in the company.

Interview Question: Who is your role model?

Answer Guide: Applicant's role model should contain the qualities and competencies employers would like to see in a successful candidate.

Interview Question: What would you like to be doing five years from now?

Answer Guide: Applicant should see themselves well integrated in the company. Candidate should have researched the company and explain their potential skills that could benefit the company.

Interview Question: How would your friends describe you?

Answer Guide: Answer should show focused and hard-working qualities and competencies. Descriptions should show the skills needed for this position.

Interview Question: How would you react if I told you your interview so far was terrible?

Answer Guide: This is a test to see how well the candidate can hold themselves together. Interviewer is looking for the ability to "think on your feet" and the skills to respond articulately under pressure. Applicant should be diplomatic notice that the interviewer used the word "if".

Interview Question: Why should I hire you?

Answer Guide: Candidate should take the opportunity to sell their skills, knowledge, and abilities. Candidate should try to prove why they are perfect for the job, that they will do the job, and that they are manageable.

Interview Question: What can you do for us that someone else cannot do?

Answer Guide: Candidate should be eager to show his/her knowledge and interest in the company and eager to show that they have all the necessary skills and competencies to do the job successfully.

Interview Question: What was the last book you read or the last movie you saw and how did it affect you?

Answer Guide: Job seeker should emphasize his/her acquired skills, competencies, and interests. Some books or videos could

GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.

demonstrate that the applicant is trying to improve their skills and knowledge.

Interview Question: Can you tell me what things really bother you?

Answer Guide: This question is similar to others in this section. They want to see if your answers maintain a reasonable level of consistency or if they are merely a façade. They are looking out for candidates with chips on their shoulder and repressed anger. The employer is seeking those who dislike under-performance and sloppy work practice.

Interview Question: Do you feel you could have done a better job than your previous boss?

Answer Guide: Candidates should not strongly criticize their old bosses. Their answers need to show diplomacy and tact with reasonable arguments. An enterprising attitude could be a positive option.

Interview Question: What are some of the things about your boss that you disliked?

Answer Guide: Candidate should remain calm and poised. They should not have strong, unreasonable emotions.

Interview Question: As we still have some time left, can you tell me a story?

Answer Guide: Candidate should maintain his/her composure and use the question to sell his/her abilities and skills to the employer.

Interview Question: Could I ask you, how do you rate me as an interviewer?

Answer Guide: This is a test looking for the candidate's composure and ability to think on his/her feet. Applicant should be able to respond articulately under pressure.

Interview Question: What is the worst thing you have heard about our company?

Answer Guide: This question is designed to shock the applicant and test their composure and ability to think on their feet.

WRITTEN COMMUNICATIONS SKILLS

Interview Question: What resources do you use when it is necessary to expand and/or correct your vocabulary in a technical sense while you are writing at work?

Answer Guide: Applicant should be able to use a dictionary to ascertain the correct usage of a word and its spelling. They should also use a thesaurus to develop greater fluency and powers of

expression. Candidate should have knowledge of any online resources that may be available for his specific profession.

Interview Question: When writing business correspondence how do you make sure that the grammar is correct? Do you check for spelling errors?

Answer Guide: Applicant should understand the necessity of proofreading and be prepared to make adjustments to correct or clarify the content.

Interview Question: Do you have goals to improve your technical and writing skills in the future?

Answer Guide: Applicant should have a continuous commitment to improve written skills. They should have a plan on how they will improve their skills.

Interview Question: What processes do you use to clarify your written work and verify its accuracy? Have you developed a precise routine to confirm this accuracy?

Answer Guide: Candidate should demonstrate precision by insuring accuracy in the text, by asking others to proofread it, or by re-reading to check clarity and implication.

Interview Question: Can you tell me about a recent writing assignment, what it entailed, and what steps you took to make sure the assignment was correct?

Answer Guide: Answer should indicate that the job seeker is willing to expand their written proficiency, willing to proofread, and take the time to make sure facts are accurate.

Interview Question: What specific benefit has resulted from your efforts to improve your vocabulary and writing skill?

Answer Guide: Applicant's answer should demonstrate an enthusiasm for being more accurate and precise in the use of terminology. They should want to have superior writing skills.

TECHNOLOGICAL SKILLS

Interview Question: Tell me about a time when it was necessary for you to communicate technical information, clearly, to an audience.

Answer Guide:: Applicant should appear to keep current with current technological advancements and they should be able to communicate that information succinctly and clearly.

Interview Question: What plans have you in the near future to take extra technical training, and how will it help your career prospects?

Answer Guide:: Applicant should want to acquire new technical knowledge.

Interview Question: Give me an example of an assignment, which you have recently worked on, that involved the learning of a new technical development.

Answer Guide: Applicant should not show resistance, but a willingness to learn. They should want to understand and implement new knowledge.

Interview Question: How computer literate are you, and which software programs are you familiar with?

Answer Guide: Knowledge of software should include word processing, presentation software, database and spreadsheet programs, and industry specific software

Interview Question: Could your work performance be improved by incorporating new technical knowledge and developments?

Answer Guide: Job seeker should push for new technical training and to implement this new knowledge into work practices.

Interview Question: What is your level of experience with software used in your job? What resources do you use when faced with a PC problem?

Answer Guide: Candidate should be able, and prepared, to communicate a difficulty to colleagues. They should be aware of online and software resources, such as Microsoft help and support, to overcome difficulties.

Interview Question: Have you ever used software to make a work related presentation?

Answer Guide: Applicant should have experience of making presentation and of using PowerPoint.

START YOUR OWN COMPUTER TRAINING BUSINESS ANYWHERE IN NIGERIA WITH LITTLE OR NO CAPITAL!

**Email: computertrainingbiz@gmail.com
+234-802-561-6156**

**GET FREE JOB RELATED RESOURCES
jobresourcesng@gmail.com
+234-802-561-6156.**