

15 MOST COMMON INTERVIEW Q



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1. Tell me about yourself.
 2. How would you describe yourself?
 3. What makes you unique?
 4. Why do you want to work here?
 5. What interests you about this role?
 6. What motivates you?

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7. What are you passionate about?
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10. What are your greatest weaknesses?
11. Why should we hire you?

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12.Where do you see yourself
in five years?

13.Can you tell me about a
difficult work situation and
how you overcame it?

14.Do you have any
questions?

15.What are your goals for
the future?

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HOW TO ANSWER THIS TYPES OF QUESTIONS

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1. Tell me about yourself ?

Your interviewers will likely start out with a question about you and your background to get to know you. Start by giving them an overview about your current position or activities then provide the most important and relevant highlights from your background that make you the most qualified for the role. If you'd like, it is generally acceptable to include some light personal details about things like your pets, hobbies or family. Doing so can help you be more memorable and personable to the interviewer.



Example: “Currently, I serve as the assistant to three of the company’s five executive team members including the CEO. During my time at the organization, I have been recognized for my time management skills, writing abilities and commitment to excellence. From my 12 years of experience as an executive assistant, I’ve developed the ability to anticipate roadblocks and create effective alternative plans. My greatest value to any executive is my ability to work independently, freeing up their time to focus on the needs of the business.



2. How would you describe yourself ?

When interviewers ask you to talk about yourself, they're looking for information about how your qualities and characteristics align with the skills they believe is required to succeed in the role. If possible, include quantifiable results to demonstrate how you use your best attributes to drive success.



Example: “I am a vigilant and proactive Security Officer working to ensure safe, secure and orderly environments. I’m also a lifelong learner always seeking out the latest security equipment and techniques to patrol buildings. Lastly, I am thorough in documenting all incidents and actively making suggestions to management about security improvements and changes.”



3. What makes you unique?

Employers often ask this question to identify why you might be more qualified than other candidates they're interviewing. To answer, focus on why hiring you would benefit the employer. As you don't know the other applicants, it can be challenging to think about your answer in relation to theirs. Addressing why your background makes you a good fit will let employers know why your traits and qualifications make you well prepared.



Example: “What makes me unique is my experience of four years in retail. Because I’ve had first-hand experience fielding shoppers’ questions, feedback and complaints, I know what customers want. I know what it takes to create a positive consumer experience through marketing.”



4. Why do you want to work here?

Interviewers often ask this question as a way to determine whether or not you took time to research the company and to learn why you see yourself as a good fit. The best way to prepare for this question is to do your homework and learn about the products, services, mission, history and culture of this workplace. In your answer, mention the aspects of the company that appeal to you and align with your career goals. Explain why you're looking for these things in an employer.



Example: “The company’s mission to help college graduates pay off their student loan debt speaks to me. I’ve been in that situation and I’d love the opportunity to work with a company that’s making a difference. Finding a company with a positive work environment and values that align with my own has remained a priority throughout my job search and this company ranks at the top of the list.



5. What interests you about this role?

Like the previous question, hiring managers often include this question to make sure you understand the role and to give you the opportunity to highlight your relevant skills. In addition to thoroughly reading the job description, it can be helpful to compare the role requirements against your skills and experience. Choose a few things you particularly enjoy or excel at and focus on those in your answer.



Example: “I’ve been passionate about user experience design for most of my professional career. I was excited to see this company uses Adobe products because I’m well versed in the entire suite. Also, I’m a huge advocate for applying agile workflows to design. I think it’s the most effective way to tackle large projects. I was able to successfully build and launch an agile process in my previous role as UX manager and we saw considerable improvements in project speed.”



6. What motivates you?

Employers ask this question to gauge your level of self-awareness and ensure your sources of motivation align with the role. To answer, be as specific as possible, provide real-life examples and tie your answer back to the job role.



Example: “Making a true difference in the lives of my patients and their families motivates me to strive for excellence in everything I do. I look forward to seeing my patients’ reaction when we get a positive outcome that will change their lives forever. That’s why I became a nurse and why I’m pursuing a position in pediatrics.”



7. What are you passionate about?

Much like the previous question about motivation, employers might ask what you are passionate about to better understand what drives you and what you care most deeply about. This can help them understand whether you are a good fit for the role and if it fits into your larger goals. To answer, select something you are genuinely passionate about, explain why you're passionate about it, give examples of how you've pursued this passion and relate it back to the job.



Example: “As an experienced, service-oriented professional with more than a decade of experience working in boutique salons, I thrive on creating a welcoming environment for all clients and providing the highest quality skincare services. My specialized training, along with my interpersonal skills, has helped me become adept at developing long-term, trusted relationships that help to build a loyal client base. These relationships are the reason I’m excited to go to work every day.”



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8. Why are you leaving your current job?

There are many reasons for leaving a job. Prepare a thoughtful answer that will give your interviewer confidence that you're being deliberate about this job change. Instead of focusing on the negative aspects of your current or previous role, focus on the future and what you hope to gain in your next position.



Example: “I’m looking for an opportunity that gives me the ability to build closer, long-term relationships with clients. In my current role, the sales cycle is so short that I don’t spend as much time building a rapport with my customers as I’d like. Relationship-building is one of the reasons I chose a career in sales and I look forward to working with a company in which that’s a top priority.”



9. What are your greatest strengths?

This question gives you an opportunity to talk about your technical and soft skills. To answer, share qualities and personal attributes and then relate them back to the role for which you're interviewing



Example: “I’m a natural problem solver. I find it rewarding to dig deep and uncover solutions to challenges. It’s like solving a puzzle. It’s something I’ve always excelled at and something I enjoy. Much of product development is about finding innovative solutions to challenging issues, which is what drew me to this career path in the first place.”



10. What are your greatest weaknesses?

It can feel awkward to discuss your weaknesses in an environment where you're expected to focus on your accomplishments. However, when answered correctly, sharing your weaknesses can show that you are self-aware and want to continuously get better at your job—traits that are extremely attractive to many employers. Remember to start with the weakness and then discuss the measures you've taken to improve. This way, you're finishing your answer on a positive note.



Example: “I sometimes have trouble saying ‘no’ and end up overwhelmed by my workload. Earlier in my career, I would take on so many projects that I’d work evenings and weekends. It was stressful. I realised this was counterproductive so I started using workload management tools and setting better expectations for myself and my teammates.”



11. What are your goals for the future?

Often, hiring managers ask about your future goals to determine whether or not you're looking to stay with the company in the long term. Additionally, this question is used to gauge your ambition, expectations for your career and your ability to plan ahead. The best way to handle this question is to determine your current career trajectory and how this role plays into helping you reach your ultimate goals.



Example: “I would like to continue developing my marketing expertise as well as my leadership skills over the next several years. One of the reasons I’m interested in working for a fast-growing start-up company is that I’ll have the ability to wear many hats and collaborate with many different departments. I believe this experience will serve me well in achieving my ultimate goal of leading a marketing department someday.”



12. Where do you see yourself in five years?

Understanding how you imagine your life in the future can help employers understand whether the trajectory of the role and company fits in with your personal development goals. To answer, provide general ideas about the skills you want to develop, the types of roles you would like to be in and the things you would like to have accomplished.



Example: “In five years, I’d like to be an industry expert in my field with the ability to train and mentor students and entry-level designers. I would also like to gain specialized knowledge in user experience to be a well-rounded contributor working with design and marketing teams on large scale projects that make a difference in the company and to the global community.”



13. Can you tell me about a difficult work situation and how you overcame it?

This question is often used to assess how well you perform under pressure as well as your problem-solving abilities. Keep in mind stories are more memorable than facts and figures so strive to ‘show’ instead of ‘tell’. This is also an excellent opportunity to show your human side and how you’re willing to go the extra mile without being asked.



Example: “It was the first day of my boss’s two-week vacation and our agency’s highest-paying client threatened to leave because he didn’t feel he was getting the personalized service he was promised. I spent my lunch hour on the phone with him talking through his concerns. We even brainstormed ideas for his next campaign. He was so grateful for the personal attention that he signed another sixmonth contract before my boss even returned from her trip



14. Why should we hire you?

While this question may seem like an intimidation tactic, interviewers generally bring this up to offer you another opportunity to explain why you're the best candidate. Your answer should address the skills and experience you offer and why you're a good culture fit.



Example: “I have a passion for application development that’s grown stronger over the course of my five-year career. The company’s mission aligns with my personal values and from my limited time in the office, I can already tell this is the sort of positive culture in which I would thrive. I want to work for a company that has the potential to reshape the industry and I believe you’re doing just that.”



15. Do you have any questions?

This might be one of the most important questions asked during the interview process because it allows you to explore any subject that hasn't been addressed and shows the interviewer you're excited about the role. By this point, you'll likely have already covered most of the basics about the position and the company so take time to ask the interviewer questions about their own experiences with the company and gain tips on how you can succeed if hired.



Example: “What do you love about working for this company? What would success look like in this role? What are some of the challenges people typically face in this position?”





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