HR Interviews

1. **Tell me about yourself**

Do all the homework you can before the interview to uncover this person's wants and needs (not the generalized needs of the industry or company)  
As early as you can in the interview, ask for a more complete description of what the position entails. You might say: “I have a number of accomplishments I'd like to tell you about, but I want to make the best use of our time together and talk directly to your needs. To help me do, that, could you tell me more about the most important priorities of this position? All I know is what I (heard from the recruiter, read in the classified ad, etc.)”

Specific your unique selling proposition, personal branding or a value-added statement. Who you are, your biggest strength and the major benefit that a company will derive from this strength..

My background to date has been centered around preparing myself to become the very best \_\_\_\_\_\_\_\_\_ I can become. Let me tell you specifically how I’ve prepared myself. I am a master student in electrical and computer engineering at duke university. My past experiences has been in \_\_\_\_.

1. **What are your greatest strengths**
2. **What are your greatest weaknesses**

Being organized wasn’t my strongest point, but I implemented a time management system that really helped my organization skills.

I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I’ve come to a good balance by setting up a system to ensure everything is done correctly the first time.

I used to wait until the last minute to set appointments for the coming week, but I realized that scheduling in advance makes much more sense.

1. **Tell me about something you did/failed to do that you now feel a little ashamed of**
2. **Why should I hire you**

This is not a fine opportunity, but this company is a place where my qualifications can make a difference. It contains the challenge to keep me on my toes. That’s the kind of job I like to anticipate every morning.

I well understand that this is a company on the way up. The website says the launch of several new products is imminent. I want be a part of this business aas it grows.

This job is a good fit for what I’ve been interested in throughout my career. It offers a nice mix of short and long term activities.

1. **Aren’t you overqualified for this position**
2. **Where do you see yourself five years from now**

I can be successful in this job and taken on additional responsibilities and be considered suitable for promotion.

1. **Why do you want to work at your company**
2. **What are your career options right now**
3. **Tell me about a situation when your work was criticized**
4. **What would you do differently in your life when you looking back**

I’m not the kind of person who looks back with regrets. I prefer to invest my energy looking forward.

1. **Can you work under pressure**

Stress is very important to me. With stress. I do the best possible job. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive. I actually work better under pressure and I’ve found that I enjoy working in a challenging environment.

1. **What was the toughest decision you ever had to make**
2. **I’m concerned that you don’t have as much experience as we’d like in**
3. **How do you feel about working nights and weekends**
4. **What would you say to your boss if he’s crazy about an idea, but you think it stinks (resolve conflict)**

Fairness

Discussing problems with individuals in private

Make sure you get to the root of the problem finding a solution that everyone will accept

1. **How could you have improved your career progress**
2. **What was the toughest challenge you’ve ever faced**
3. **What are your goals**

My long term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can. I see myself as a top performing employee in a well established organization, like this one. I plan on enhancing my skills and continuing my involvement in professional associations. Once I gain additional experience, I would like to move on from a technical position to management.