



# **Social Skills**

## **Answering Job Interview Questions**

Available in the format below:



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## **Answering Job Interview Questions**

This worksheet provides a detailed guide to answering the top four most commonly asked questions in job interviews. It gives step-by-step directions and includes lots of example answers. The worksheet also describes how to use listener presupposition: thinking about the perspective of your communicative partner, in this case the job interviewer, when responding to questions. More specifically, it encourages students to think about what impressions they want the interviewer to have of them, and then explains how to answer to give those targeted impressions. After going over the worksheet together, we use role-play to practice.

Name \_\_\_\_\_

Date \_\_\_\_\_

## Answering Job Interview Questions

Answering: **“Tell me a little about yourself”**

Your answer should show the interviewer that you possess the qualities they want in an employee.

These are some of the qualities that make a good worker:

**Hardworking**  
**Organized**  
**Flexible**  
**Punctual**  
**Kind/Friendly**  
**Energetic**  
**Calm**  
**Respectful**  
**Curious**  
**Mature**  
**Responsible/Reliable**  
**Attentive**  
**Patient**  
**Disciplined**  
**Steadfast**  
**Creative**

- Directions:   **1)** Highlight the qualities above that you believe you possess.  
                  **2)** For each highlighted quality, state an example to demonstrate.

**Examples:**

“I’m always punctual. I make sure I leave my apartment early enough so I can be on time even if the subway is running late.”

“I’m flexible. When I work on group projects in school, I’m okay with doing tasks the way the other students want to, even if it’s not always the way I would prefer.”

- 3)** Name two activities you like to do in your free time that demonstrate at least one of the above qualities.

**Examples:**

“I’ve been studying ballet since I was five years old.” (shows you are disciplined and steadfast)

“My family and I foster kittens to socialize them and help them be adoptable.” (shows you are patient, responsible, and kind)

Now answer the question “tell me a little about yourself” with:

- general info (your grade, where you live and/or go to school)
- one or two qualities you possess with examples (#2 above)
- two activities you like to do in your free time (#3 above)

Answering: **“What would you say are your greatest strengths?”**

Basically describe two or three qualities you possess (that you have not already mentioned) along with examples that demonstrate those qualities. (more of #2 above)

Answering the difficult question: **“What is your biggest weakness?”**

Be prepared with an answer to this question!

State a real weakness, and then include a “but” with a compensation or strategy.

Some ideas:

- “I’m 16, so I don’t have much work experience. **But** I’m a fast learner.”
- “I’m 16, so I don’t have a lot of work experience. **But** through my high school I’ve gotten experience one morning a week at different jobs since my freshman year.”
- “I don’t have the greatest memory, **but** I’ve learned to write down information and keep very organized.”
- “Sometimes I may need directions clarified, **but** I make sure to ask right away if I don’t understand something fully. I’ll never pretend I know what to do if I don’t, because I want to make sure I get things done the right way.”

Answering: **“Why do you want to work here?”**

Do your research ahead of time so you know some information about the place you’re applying to!

Start your answer with how the job will benefit you.

Some ideas:

- “I’m hoping to work in the field of education in my future, so I believe that being a camp counselor will give me excellent experience working with kids.”
- “I believe working at your law firm will show me the ins and outs of how a law firm functions, and will help me decide if becoming a lawyer is really for me.”

Finish your answer with how hiring you will benefit them.

Some ideas:

- “I believe that my creativity could bring some fresh ideas to your store.” (better have at least one idea ready in case they ask!)
- “I feel that my organizational skills would make me well suited to working on your filing system and doing whatever clerical tasks you give me.”

**\*Special note:** It’s okay to take a couple moments to think before answering questions, and don’t worry about looking nervous. Interviewers expect applicants to be a little nervous and taking time to think just shows that you care about doing well.

