

بلاش کعب کبیر یطقطع اوي بلاش میکب قلیل یاریت تګون حاحه بسیطه تحدید ملامح مش اکثر بلاش اکسسوار یشخل

بدله فورمال كامله بالكرافت بکله وجزمه سوده وبلاش بير فيوم ثقيل وتكون حالق وشكاك شيك

ممنوع اللبان والولاد مينفعش يحطو رجل ع رجل البنات ممكن بس غير مفضل من رأيي يعني ومنلرقش ايدينا ف بعضها لان كل ده دليل ع التوتر

كمان صوتي وانا بجابوب مينفعش يكون مهزوز منكسر لان ده دليل ع عدم الثقه وضعف الشخصيه والخوف مينفعش تهزف رجلك ومينفعش تقضل باصص ف الارض او السقف لا تبص للى قدامك

بنقه استخدم تعبيرات وشك تعامل ع انه حد عادي قاعدين بتحكو مع بعض بس هيسألك عنك شويه اخرج بنفسك من جو انك ف انترفيو عشان مش تقلق او تتوتر .):

اتكلم بنبره صوت واضح قويه صوتي لا هو عالي ولا هو واطي واضح اتكلم بحماس

اجاوب بصراحه ع كل الاسئله بلاش اكذب عشان ببيان بس برضه اجاوب بشكل دبلوماسي مش صراحه تودي ف داهيه):

D: توقع ان الانترفيور ممكن يرخم عليك بمعنى ميبصلكش اصلا  
يقطع كلامك يزلق عليك يوقعك ف شر اجابتك زي مثلا ليه مش ليك  
ف السياسه افهم من كده انك شخص مش ليك انتماء لبلدك مش متابع  
الاخبار مش ليك رأي او يتريق عليك ف اجابه او يحسسك ان اجابتك  
غيبه مش عجابه او يبصلك بشكل غريب كل ده اساليب استفزازيه  
يشوف رد فعلك تحت الضغط وهتتوتر ولا لا

## امثله الاسئله العربى:

### **\*عرف نفسك**

السؤال ده هتعرف نفسك تعريف منظم كامل يعني اسمك سنك خريج ايه سنه  
كام منين عايش فين وتدخل بعدها لو عندك خبرات تجارب قبل كده المهم  
جاوب اجابه كامله لغايه ما الانترفيور يقطعك ف الاجابه لكن مينفعش تقول  
كلمتين وتسكت

### **انت عاوز تدخل اي تي اي ليه**

عاوزاك لما تتسأل السؤال ده تسرح بخيالك شويه فكر انت ليه فعلا عاوز تدخل المنحه ده عاوز  
منها ايه تكون ايه اوعى تحفظ اجابه لا جاوب الاجابه الخاصه بشخصيتك انت تفكيرك وتخطيطك  
لمستقبلك انت

### **ليه اي تي اي مضطره تقبلك**

الاي تي اي مش مضطره تقبلك اصلا هي مخيره انها تقبلك بس تكون دبلوماسي بمعنى ان اقرا اهداف المعهد اصلا عاوز خريجين ايه ويؤهلهم لايه يعني الاي تي اي هدفها انها تطلع خريجين قادرين ع المنافسه ف العالم التكنولوجي والكلام ده اقرا اهداف المنحه واربطها بهدفك انت من المنحه

### هتضيف ايه للاي تي اي

هنا بقا تعمل ربط بين هدفك انت وعاوز تكون ايه وفعلا مخطط تعمل ايه جديد مختلف وبين هدف المعهد شوف فعلا انت ناوي ايه تعمله جديد غيرك معمولهوش مينفعش تقول هجتهد وهلتزم وهذاكر عشان ده طبيعي

انت هنا هات اقصى خيالك لحياتك ومستقبلك(;

### بتعمل ايه في يومك العادي

اعتقد مش محتاجه تفكير

### بتعمل ايه من ساعت مخلصت

قول الحقيقه لو مكنتش بتشتغل قبل كده قول عادي انك كنت بتدور ع شغل ومتوفقتش انك بتحضر للمنحه هات كل حاجه مفيده عملتها ويابخت اللي حياته قصه كفاح):

### ايه مميزات العمل في تيم ورك

لو اشتغلت ف تيم ورك هتعرف تجاوب لو مشتغلتش دور ع الننت هتلاقي كتير

### بتختار الناس علي اساس ايه

جاوب حسب شخصيتك بقا

### نفسك تسافر فين و ليه

اسئله عامه كده بيشوف طريقه اجابتك دماغك عامله ازاي

### ايه ميزتك و ايه نقطك ضعفك و ايه اكثر حاجه بتعصبك و اكثر حاجه بتترفرك

السؤال ده بيوتر الناس مش عارفه ليه وهو ببسالك وهو بيقيس رد فعلك وتقبلك للسؤال وطريقه هنذله الاجابه بمعنى انك مميزاتك شوف فعلا انت متميز ف ايه بين صحابك اهلك ومفيش حد ملوش مميزات خاصه بيه) دور بنفسك جوه نفسك هتلاقي حاجه محدش فيها ينافسك)

عيوبك بقا يعني ف عيوب مش وحشه ف حقك وبعدين حلو اني اقول العيب واقول اني بشتغل ع نفسي فيه اني اصلحه او اغيره وياسلام لو قولنا عيوبنا اللي احيانا بتكون ميزه بس ف عيوب تودي ف داهيه بلاش منها زي مثلا عصبي متسرع والبلاوي ده بلاش):

اكثر حاجه تنرفزك بقا السؤال ده محدش يقول مفيش ده بيقا كده بيكذب رسمي لان مفيش انسان مفيش نقطه ضعف ليه تنرفزه (جاوب بصراحه) بس بدبلوماسيه)

### لو قابلتك مشكله مع اعضاء الفريق اللي انت شغال معاهم هتعمل ايه

ده اسئله جاوب حسب شخصيتك فكر ف اجابتها بحكمه تخيل نفسك ف الموقف

### اوصف نفسك بكلمه او ثلاثه

هنا تختار اكثر صفات تشمل شخصيتك وده ع حسب انت شايف نفسك ايه

### ايه هو النجاح و ايه هو الفشل

هو انا راياي الشخصي شايفه ان الفشل هو بس التوقف عن المحاولات والياس هنا بس نقول فشل لكن المحاولات بعد الفشل بالنسبالي نجاح ف شوفو بقا انتو شايفين الفشل بالنسبالكم ايه والنجاح ايه ده اجابات خاصه براي كل واحد ايه

### ازاي تحقق هدفك

عشان تجاوب ع السؤال ده هات ورقه وقلم واقعد مع نفسك كده وصارح نفسك بهدفك واكتب تحته هعمل 1 2 3 4 عشان احققه واللي هتكتبه هو ده اجابه السؤال ف الانترفيو):

### انت بتفتقد لايه

جاوب ايه اكثر حاجه بتفتقدها ف حياتك او شخصيتك او نفسك وممكن تساله عن قصده بالتحديد عادي

### ايه هي هواياتك

شوفو بقا انتو):

### بتفضل تشتغل لوحذك و لا في جروب و ليه

الأتين مهمين ومطلوبين وحلو اللي بيعرف يشتغل ف كل الاحوال بس اكيد لكل واحد حاجه بالنسباله افضل من التانيه ف شوفو بقا مين الاحسن بالنسبالكم وليه

لو انت تيم ليدر و الناس اللي معاك مش شغاله كويس هتعمل ايه و تتصرف معاهم ازاي

تخيل انك تبييم ليدير وشوف بقا حكمتك ف التصرف ازاي الخلاصه الاسئله ده تخيل نفسك ف موقفها عشان تعرف تجاوب

**لو اتعرض عليك طاقه معينه تمتلكها هتختار ايه**

هنا قول اكثر ميزه او حاجه شايفها مهمه لو فيك كانت هتغيرلك حاجات كثير ف حياتك

**ايه اللي بيحفزك في الشغل**

قول اللي بيحفزك بالنسبالك

**اتكلم عن عيلتك و الانشطه اللي بتعملها معاهم**

**بتمثلك ايه كلمه قائد و ازاي تبقي قائد و ازاي تختار شخص يصلح للقياده**

**مخاطره قمت بيها في حياتك**

**مين قدوتك و ليه**

**شايف نفسك ايه بعد 5 سنين**

**فكرت تعمل مشروع خاص قبل كده**

مش شرط تكون فكره بفكره مشروع خاصه بيبك يعني بس الشخص الطموح او المفكر حلو

**الايضا مريعه ازاي نخليها مدوره**

ده اسمها اسئله الاستهبال ف استهبل ف الاجابه (: يعني اسئله خيال خلي اجابتك خيال هنا نقدر نقول برضه قياس رد فعلك

**تعمل ايه بمليون جنيه**

**بتحب تلعب دور قيادي**

**ايه مواصفات الصديق اللي تختاره**

**هتعمل ايه لو مدخلتش الاي تي اي**

السؤال ده من الاسئله المهمه والرخمه وعشان تجاوبه لازم يكون فعلا انت عامل لنفسك plan B لازم تفكر بجد لو متقبلتش هتعمل ايه ف حياتك وطبعا المنحه مش هي كل المستقبل ولا نهايه الكون خطط لنفسك خطه واثنين وعشره المهم متفكش

**بتحب تشتغل تحت ضغط**

ف ناس بتحب تشتغل تحت ضغط عشان مش بتطلع شغل غير تحت الضغط وف ناس مش بتحب تشتغل تحت ضغط بس برضه تقدر تشتغل تحت ضغط ومش بتقف وبتجيب نتيجته لكن اللي اصلا مش بيعرف يشتغل تحت ضغط ده اصلا يتأكد انه مش هيعرف يعيش اصلا):

### تدي نفسك كام في الـ communication skills

اعرف يعني ايه اصلا معناها عشان تقيم نفسك فيها وخليك صريح ف تقييمك لنفسك بلاش الناس اللي بتقول 100% عشان بيبكون مش مقنع وخاصتا لو شخصيته مش كده اللي بيقيمها الانترفيور اصلا

### ايه هي الـ communication skills

سيرش عليها):

#### تحب تبقي تيم ليدر

شوف بقا شخصيتك قياديه ولا منقاده يعني لو هتقول اه تقول ليه ولو هتقول لا تقول ليه ولازم تكون اجابات مقنعه فيها منطق

#### تحب لما التيم ليدر يضغط عليك يضبط عليك ازاي

#### تحب شخصيه اللي بيشرحك تبقي عامله ازاي

#### لو حصل خلاف في التيم هتحله ازاي

#### ايه الدوله اللي لو هتهاجر هتهاجر ليها و ليه

#### بتعمل ايه للتسلية

#### اتكلم دقيقه عن حاجه من الحاجات اللي بتعرف تعملها

#### ايه الحاجات اللي لما تكون محبط بتعملها فبتحمسك

#### لو رئيسك في العمل عاوز يحمسك يقولك ايه

#### ايه رأيك في الثورة

او عو تقعو ف دايره المناقشات السياسيه او الدينيه لان المقصود منها وضعك تحت ضغط خليك حكيم ف اجابتك دبلوماسي متحددش اتجاه معين وبرضه متبقاش قافل و: أنك حد موصيك متجاوبش ف ترد بشكل غير دبلوماسي او بشكل هجوم لا عادي جدا جاوب بهدوء اعصاب اخرج من الدايره ف الكلام ابعد عن النقطة المطلوبه بذكاء

ايه اكر مواقع بتدخلها

الاسئلة بتاعت هاتلي خمس استخدامات لكذا ف دقيقه وطبعاً ده الهدف منها قياس  
سرعه بديهه عندك وسرعه اجابك وتفكيرك واستيعابك للسؤال ف تتعلم تفكر  
بسرعه ف السؤال ده وتكون سريع ايجاد الحلول

• فرشاة الاسنان
• طوبه
• ورقه
• ايشارب
• قلم
• علبه معجون الاسنان
• اللمونه
• فتله

امثله للأسئله الانجلش:

Interview Questions

Section 1:

1- Tell me about your self.

\* My name is ....., I'm .....years old, I graduated from faculty of....

Cairo university, I'm single, I live in Giza, and I have experience in ....

2- What would your friends tell me about you ?

\* They would tell you about me may be Kind, friendly, smart, calm, helpful and accurate .

3- Why do you want to work in this position ?

\* It's suitable for my experience and my skills.

4- What do you do in your spare time ?

\* Playing football, reading and playing chess.

5- Tell me about your strengths ?

\* Persuasive, self confidence, work under pressure.

6- Tell me about your long term goals.

\* I want to be owner of accounting company.

## Section 2:

7- What is your dream job ?

\* I want to be an accountant in big company.

8- Tell me about an interest or hobby you outgrew.

\* Swimming, football, reading and marble.

9- Tell me about a time you had work under pressure.

\* I think the time which we had work under pressure is on our project.

10-What do you know about the company ?

\* It's big and famous company, good salary and chance of promotion.

11-How do you manage your workweek ?

\* I'm organizing my time by making schedule.

12-Describe a leader your admire.

\* He must be calm, have a leadership skills and helpful.

13-Where do you see yourself in five years ? What are your long-term goals and objectives ?

\* I see my self in next five years working in a famous accounting company; My long-term objectives are to get my PhD degree.

## Section 3:

14- Tell me some thing about yourself that I wouldn't know by reading your resume ?



\* I'm able to concentrate, able to manage stress, accurate, calm, clear thinking.

15- What is your greatest weakness ?

\* My be I'm aggressive, curious, and tough.

16- What personal skill/work habit have you improved recently ?

\* I think English, Computer, and communication skills.

17- Tell me about a major accomplishment.

\* I think it is finish my project ahead of schedule.

18- What skills are important for your dream job ?

\* I think English, Computer, communication skills, work experience, University degree.

19- How do you work inside a team ?

\* As friendly, helpful, stable and trusting person.

20- Tell me about a time when you had to work under pressure.

\* I think it was when I work on my project we were disappointed in our report.

Section 4:

21- What is your logic in solving problems ?

\* My logic I must be calm, accurate, careful and methodical.

22- What skills would you like to develop in order to get your dream job?

\* My skills which I need to develop are languages, computer and communication skills.

23- How have you demonstrated leadership ?

\* The leader must be discreet, organized and reliable.

24- How do you handle tension/conflict with your colleagues or supervisors ?

\* I must be calm, careful and diplomatic when I handle with tension/ conflict colleagues and supervisors.

25- Describe your ideal career.

\* My career is very hard and dangerous so that I must be accurate and

careful in my career.

26- Tell me about a project you completed ahead of schedule before its deadline.

- \* When I completed my project before its deadline, I revised it to sure from my project is efficient and methodical, and give it to my manager to check it.

27- How do you handle criticism of your work ?

- \* I must be calm and careful and when it is correct I will put it in my mind.

28- What qualities should a successful manager possess ?

- \* Those qualities will be diplomatic, patient, responsible, and organized

#### Section 5:

29- Tell me about contribution you have made to a team effort.

- \* I could give my team more ideas, searcher and risk taker.

30- How is your personality reflected in the activities you do ?

- \* I'm helpful when some one requests me to complete any work, I try to do my best.

31- If you had unlimited free time, how would you append it ?

- \* I will travel in a new place and read a big novel.

32- What sets you apart from the crowd ?

- \* I think in my best friend that must be reliable, emotional, optimistic, and modest.

33- How do you determine or evaluate success ?

- \* By the people opinion and my manager pleased me and thanks my or if I get a promotion.

#### Section 6:

34- Tell me about a project that you were personally disappointed in.

- \* In our project in FGF we were disappointed in our report.

35- Give me proof of your persuasiveness.

\* When I requested from my mother to go to Aswan trip with my friends she was afraid, but I could persuasive and I went there.

36- How has your personal interest or hobby helpful to develop the skill that would be required for your ideal career ?

\* I like playing chess it is help me to be more calm and accurate.

37- How practical or pragmatic are you ?

\* I'm practical in my job with my friends I'm pragmatic.

38- What criteria are you using to evaluate the company for which you hope to work ?

\* By the salary, change of promotion, name of the company.

#### Section7:

39- Our company believes that employees should give something back to the community, how do you feel about that.

\* I like it as its good thing to provide good service.

40- Descried what is a balanced life style.

\* When I can divided my time and interests between my family and my work and my friends.

41- What new challenges would you enjoy ?

\* When I work in a team it's hard but I like it.

42- How have you overcome a problem in a creative way ?

\* When I'm solving my problems I must be calm and take my time to thinking.

43- What work environment are you most comfortable ?

\* I'm most comfortable in a team work and friendly people.

#### Section 8:

44- Describe a situation in which you concluded that the risks far outweighed the results ?

\* When I was in faculty, I was study from the summaries more than the books.

45- Tell me about a time you had to defend an idea to a boss or someone of a senior position.

\* In the past, my father wanted to make me a lower but I wouldn't like this so I change his opinion.

46- When you are not at work. Do you prefer an agenda or are you spontaneous?

\* I prefer agenda.

47- Describe your comfort level to work with people of higher rank and people of lower rank.

\* I'm comfortable when I work with people of higher rank, as I can useful from them.

48- Which is more important creativity or efficiency? Why?

\* Creativity is more important, because it make me think in some things new

**difference between creativity and inovation and who are from them**

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## **50 COMMON INTERVIEW QUESTIONS AND ANSWERS**

### **1. 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 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.

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**1-tell me about ur self?**

**2-what are ur most important accomplishment?**

**3-what are ur goals? where do u see yourself in five years?**

**4-what are ur major strength?**

**5- what are ur major weakness?**

**6-what areas do u need to improve?**

**7-why iti?**

**8- what will u give to iti?**

**9- what will u make if u will be not accept ?**

**10-what can u do for iti that some one else cant?**

**11-tell me about the most difficult situation that u faced ?**

**12- describe ur self at one word?**

**13-why did u decide to shift career?**

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**بالتوفيق يا جماعة**