

Introduction - Come prepared to answer

First and foremost, congratulations if you have an interview! That in itself is commendable, so now you just want to make sure you come across in the best possible light. There is no way of predicting what you will be asked, here are 20 common questions. This is not an exhaustive list. The purpose is to give you an idea of the types of questions that you need to be prepared to answer.

Questions

Review the top 20 interview questions you'll most likely be asked at a job interview, plus the best answers. Also, review the other questions you may be asked, so you're prepared to ace the interview.

1. What were your responsibilities?
2. What did you like or dislike about your previous job?
3. What were your starting and final levels of compensation?
4. What major challenges and problems did you face? How did you handle them?
5. What is your greatest strength?
6. What is your greatest weakness?
7. How do you handle stress and pressure?
8. What was the biggest accomplishment / failure in this position?
9. How do you evaluate success?
10. Why are you leaving or have left your job?
11. Why do you want this job?
12. Why should we hire you?
13. What are your goals for the future?
14. What are your salary requirements?
15. Describe a difficult work situation/project and how you handled it.
16. Tell me about yourself.
17. Who was your best boss and who was the worst?
18. What are you passionate about?
19. Questions about your supervisors and co-workers.
20. Questions about your career goals.

How to Dress for a Professional Interview

Men's Interview Attire

- ☐ Suit (solid color - navy/dark grey)
- ☐ Long sleeve shirt (white, blue or coordinated w/suit)
- ☐ Belt
- ☐ Tie
- ☐ Dark socks
- ☐ Conservative leather shoes

Women Interview Attire

- ☐ Solid color, conservative suit
- ☐ Coordinated blouse
- ☐ Moderate shoes
- ☐ Limited jewelry
- ☐ Neat, professional hairstyle
- ☐ Tan or light hosiery

How to Dress for a Professional Interview (cont)

- ☐ Little or no jewelry
- ☐ Sparse makeup and perfume
- ☐ Neat, professional hairstyle
- ☐ Manicured nails
- ☐ Limit the aftershave
- ☐ Portfolio or briefcase
- ☐ Neatly trimmed nails
- ☐ Portfolio or briefcase

How to Dress Business Casual

Mens' Business Casual

- ☐ Khaki, gabardine or cotton pants, neatly pressed
- ☐ Cotton long-sleeved button-down shirts, pressed, polo shirts or knit shirts with a collar
- ☐ Sweater

Womens' Business Casual

- ☐ Khaki, corduroy, twill, cotton - pants or skirts
- ☐ Sweaters, twinsets, cardigans, polo/knit shirts
- ☐ Solid colors work better than bright patterns

- ☐ Leather shoes

- ☐ Belt

- ☐ Tie optional

Interview Attire Tips

- ☐ Before you go make sure you have appropriate interview attire and everything fits correctly.
- ☐ Get your clothes ready the night before, so you don't waste time getting ready on the day of the interview.
- ☐ If your clothes are dry clean only, take them to the cleaners after an interview, so they are ready for next time.
- ☐ Polish your shoes.
- ☐ Make sure your eyeglasses are clean.
- ☐ Hair is neatly combed..



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Published 31st January, 2016.
Last updated 11th May, 2016.
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