**1. What are your weaknesses?**

I'm working on controlling my task list and keeping the number of items to 100 per day. Keep in mind those are small things mostly but each leads up to a larger item. I find task lists are my savior for keeping my momentum and energy high.

**2. Why should we hire you?**

I have a wide variety of skills from computers to creative problem solving to offer. Daily I never know what skill will be the most useful but somewhere in my talents I know there many things that will add value to your company and specifically the team.

**3. Why do you want to work here?**

I've selected your company my choice of workplace because the values align closely with my own, you have a mission I can believe in as well as a product that helps people and companies do great things.

**4. What are your goals?**

My immediate goal is to get a job in a growth-oriented company. My long-term goal will depend on where the company goes. I see a career as a journey and am excited to see where this one potentially leads me.

**5. Why are you leaving your job?**

* After multiple years of budget cuts and 3 rounds of layoff threats I need to just move on. I'm seeking to increase the use of skill sets that I feel are ignored and neglected. I am looking for a team focused company where I can add my experience.
* After working there for nine years, I have learned a great deal about the company and the ways we conduct business. As much as I enjoy the relationships I have developed, it is time for me to move to a more progressive organization with more opportunities and new challenges.
* I reevaluated my career goals and am looking for other employment opportunities.
* I am currently looking for a position better matched to my skills and long-term career goals.
* I am looking for a position within a company where I can contribute and grow.
* I found myself bored with the work and looking for more challenges. I am an excellent employee and I didn't want my unhappiness to have any impact on the job I was doing for my employer.
* There isn't room for growth with my current employer and I'm ready to move on to a new challenge.
* I'm looking for a bigger challenge and to grow my career, but didn’t feel like I could give equal attention both to my job search and to my full-time work responsibilities. It didn’t seem ethical to slack off from my former job in order to conduct my job search, and so I left the company.
* I've decided that my current work role is not the direction I want to go in my career and my current employer has no opportunities in the direction I'd like to head.
* After several years in my last position, I'm looking for a company where I can contribute and grow in a team-oriented environment.
* I am interested in a new challenge and an opportunity to use my technical skills and experience in a different capacity than I have in the past.
* I am interested in a job with more responsibility, and I am very ready for a new challenge.
* I am seeking a position with a stable company with room for growth and opportunity for advancement.
* This position seemed like an excellent match for my skills and experience and I am not able to fully utilize them in my present job.

**6. When were you most satisfied in your job?**

I am happiest when I am solving a problem and creating the possible solution. This usually shows up in the design of a system or in the redesign of a form or application. Many times this has also included the need to learn a new skill which just makes me all the happier.

**7. What can you do for us that other candidates can't?**

I have a unique combination of strong technical skills, and the ability to build strong customer relationships. This allows me to use my knowledge and break down information to be more user-friendly.

**8. What are three positive things your last boss would say about you?**

My supervisors would say I am proactive in seeking solutions and am very timely in my work. Don’t ever let her get bored!

**9. What salary are you seeking?**

I am sure when the time comes, we can agree on a reasonable amount. In what range do you typically pay someone with my background?

My baseline starts at $55k/yr with basics for benefits such as Medical, dental & vision. I’m fine with doing my own saving work for retirement.

**10. If you were an animal, which one would you want to be?**

Dog or horse

**11. "Tell Me About Yourself..."**

Where I am

What I’ve learned

Why I’m excited about position

**12. "What Is Your Greatest Strength?"**

This is a fairly straight forward question to handle. Talk about a “strength” that you know the company puts a lot of value in.

We have written an in depth blog post over at: What are your strengths and weaknesses?

DO:

Grab hold of the opportunity this question gives you. This question really lets you guide the interview where you want it to go. This your chance to relate your most impressive success story, so take advantage!

Highlight a strength that is crucial to the position. (As I mentioned earlier)

Find out from your company research and from the job description what strengths the company puts a lot of stock into.

DON’T:

Don’t make claims that you can’t illustrate with a brief example or fact.

Don’t be overly modest but don’t claim to be Superman or Superwoman either.

Don’t name a strength that is irrelevant to the job at hand.

**17. "What Is Your Greatest Accomplishment?"**

This is somewhat similar to the “what is your greatest strength?” question and can be handled along the same lines. You want to pick an accomplishment that shows you have the qualities that the company puts value in and that are desirable for the position you’re interviewing for.

The fact is you may have several accomplishments you could pick from. Pick one that will have the most impact.

DO:

Talk about an accomplishment that exhibits how you will be a perfect fit for the company and for the position you’re interviewing for.

Try and show some genuine passion when you’re talking about your accomplishment.

DON’T:

Don’t fall into the trap of thinking your accomplishment is “too small”. The fact is, relating a small accomplishment that is inline with “what the company values” can be more powerful than an unrelated accomplishment. (Remember: “It’s not about you, It’s about them.”)

Jeff's Tip

If your "greatest accomplishment story" highlights skills that would be useful in the job you're interviewing for (which it should!), then you can highlight that fact. For example, if you were relating an accomplishment that centered around "teamwork", you could finish your answer with something like: "...which is why I'm so excited for the possibility of working in this type of team environment. As you can see, I think I thrive in collaborative situations and I'd love to bring that here to XYZ company..."

**18. "Describe A Difficult Work Situation And What You Did To Overcome It..."**

Situation

Task

Action

Result

This is one of those pesky behavioral interview questions and is one of the most common. You need to have a “success story” ready to go for this. Relate a story where you dealt with a problem successfully. The key here is to pick a success story that shows you exhibiting the qualities/skills required at the job and company you are interviewing for.

DO:

Pick an example that shows you tackling a problem that could arise at the new company you’re interviewing for. This shows your value.

Be specific and fairly concise.

Use the S.T.A.R. Method (Situation, Task, Action, Result – Read our behavioral 101 article for explanation.)

DON’T:

Don’t bash anyone in your success story. (Coworker, boss or customer!)

Don’t ramble.

Jeff's Tip

To really stand out, tell a success story that not only shows you handling a problem that could arise in the position you're interviewing for, but also shows you have multiple other desired qualities you know from your research the company desires. For example, you could tell a problem solving story about you handling a productivity problem at your last job by exhibiting leadership and your ability to handle conflict between coworkers. (In other words, combine multiple desired qualities into one answer.)

**19. "Where Do You See Yourself In 5 Years?"**

This question catches a lot of job seekers off guard because on the surface it seems simple enough but when you dig a little deeper you’ll see that there are a couple of traps you could fall into.

You DO want to show that you are an ambitious person BUT you need to show that you don’t have your “head in the clouds” and are focused on the job at hand. For more in depth info on this question check out our blog post: Where do you see yourself in 5 years.

DO:

Demonstrate when you answer the question your level of commitment to the position they are interviewing you for.

After you have demonstrated your commitment to the role you are interviewing for, outline a realistic growth strategy that is directly tied to the role you’re in and the needs and values of the company.

Stress your interest in a long-term career at the company

DON’T:

Don’t exhibit ambition to the point of seeming like this particular job is just a “brief stepping stone” for you. You need to show commitment.

Don’t say you want to be CEO of the company in 5 years.

Don’t say “Actually I want to be in YOUR seat within the next 5 years.” to the hiring manager. facepalm

**20. "Do You Have Any Questions For Me?"**

Around 75 percent of job seekers will say “Nope, I think that’s everything” to this question.

Terrible response.

This question gives you a fantastic opportunity to stand out from the crowd and show your knowledge and passion for the company or organization you are interviewing for. Always have a few questions prepared and have one based around something you found during your company research phase. For more in depth info, check out our blog post: Top 14 questions to ask during an interview.

DO:

Focus your questions on the company and what you can do for them.

Ask about something you’ve discovered in your company research. This will show your passion and knowledge of the company.

Ask if there is any reason the hiring manager wouldn’t hire you. (This can be a little daunting to ask BUT can really pay off. It allows you to address something they may be thinking in their head but haven’t brought up.)

DON’T:

Never say “No, I think I’m good.” Always have questions ready!

Don’t focus your questions on yourself and what you can get from them. (i.e.

Don’t ask questions that you could easily find the answer to.

Don’t ask about time off and benefits too early in the process.

Don’t ask how soon you can start applying for other positions in the company.

Jeff's Tip

Just because the interviewer may often ask you this question at the end of the interview doesn't mean you shouldn't ask any questions beforehand. In fact, one of the best ways to turn the interview from an "interrogation" into a "conversation between colleagues" is to ask questions throughout the interview. Asking questions throughout will make the interviewer see you as part of the team already and it will calm your nerves (if you have any) significantly.

career progress highlighting on your most important achievements and how you got there and found success