Job interviews

To find a job someday, you will have to undergo some job interviews to persuade an employer to hire you. Below are some common job interview questions. With a partner or group, take turns interviewing each other. As interviewers and interviewees, here’s what you need to do:

**Interviewees:** Decide what kind of job you want, what kind of company or school you want to work for, and what kinds of skills and experience you have (pretend it’s the future, after you have graduated). As much as possible, try to give specific, detailed, and convincing answers, and show the interviewer that you are the best person for the job.

**Interviewers:** Ask the interviewee questions as if you were the interviewer for such a company or organization. Ask questions about his/her background, and some of the question below (not all of them). Don't just accept his/her answer, but ask follow-up questions when possible, to get more specific information from the person. After the interview, decide if you would want to hire the person, and why.

**Interview questions**

1. Tell me about yourself (in other words, “What specific strengths or skills do you think you can bring to this position / company?”).
2. Aren’t you under-qualified for this job? (don’t have enough experience)
3. How do you make major decisions – what steps do you take in making an important decision?
4. What have you learned from your mistakes?
5. How have your education (and other training) prepared you for this job?
6. Do you feel you are ready for a more responsible job? Tell me why you think so.
7. Why do you think this company should hire you?
8. Why do you want this job? / Why do you want to work at this company?
9. What are your long-term goals? How long will you stay with this company?
10. How do you plan to do to improve yourself?
11. Of all the challenges you have ever handled, which was the most difficult, and how did you overcome it?
12. How well can you work with others as members of a team?
More tough questions for interviews

1. What have you learned from your mistakes?
2. Aren’t you over-qualified / under-qualified for this job?
3. What three areas of your present job do you like the most?
4. What specific strengths do you think you can bring to this position / company? (or: Tell me about yourself.)
5. How have your education and professional training prepared you for this job?
6. Do you feel you are ready for a more responsible job? Tell me why you think so.
7. Why do you think this company should hire you?
8. What do you know about our company?
9. What are your long-term objectives?
10. Why are you leaving your present job?
11. How long will you stay with this company?
12. What do you plan to do to improve yourself?
13. What steps do you take in making an important decision?
14. Of all the assignments you ever handled, which required the greatest amount of sustained, persistent effort?
15. Tell me about the last time you had to overcome the resistance of others to accomplish something.
16. Tell me about the most significant accomplishment of your career/studies. Describe, step by step, how you handled the project.
17. How do you formulate priorities among the tasks you must accomplish each day?
18. How do you get along with fellow workers at your present job?
19. Tell me about the time you were under the greatest pressure to meet a project deadline.
20. In what areas of your work do you find yourself procrastinating?
21. Do you consider yourself aggressive?
22. Tell me about the specific personal strength you feel made you effective in your last position.
23. What do you think it takes to be successful in the job / field?
24. What title did your last boss have and what are his/her duties?
25. In what areas of your present job are you the weakest?
26. In what areas of your present job are you the strongest?
27. Have you ever been in a position to delegate responsibility?
28. How do you react to criticism from supervisors, when you feel it is unwarranted?
29. What do you do when you have trouble solving a problem at work?
30. Do you think you have an analytical mind? Can you give me an example?
31. If you had to go into business for yourself, what kind of business would you own?
32. Tell me some of the things you would like to have done in your previous position, to help make the company more successful?
33. Would you recommend your last place of employment to others?
34. What single thing about our produce or service interests you most?
35. What kind of salary do you want?
36. Would you be willing to work overtime when the job requires it?
37. Do you like to work with facts and figures?
38. What do you think makes a good manager?
39. Why do you want to enter this field when you have been working so long in your present line?
40. Do you have any questions?