



Ready Reference G-4 Interview Questions and Answers

How to Prepare

Because the job interview is dynamic and individualized, it is not possible to provide you with exact questions and answers that you might face in the process. However, listed below are some general tips, as well as some common questions that most candidates face at some point in a traditional job interview. The list is not exhaustive, only a general guide to get you started. See Ready Reference G-7 for information on behavioral interview questions.

Practical Interview Tips

1. Listen. Do not anticipate the question or interrupt the interviewer.
2. Speak in specifics, not generalities. Think of the interview as a process of storytelling in which your role is the dissemination of specific information about your personal qualities and life experiences.
3. If you don't understand a question, simply ask, "Just so I understand, what you're asking is..." or paraphrase the question back to the interviewer.
4. Stress important skills that all employers are looking for including initiative, honesty, reliability, teamwork, and communication skills. Use personal examples to reinforce these qualities.
5. Be honest at all times. Integrity is a highly valued quality in today's world.
6. Be yourself. Beyond the professional skills and education you bring to the interview, the process is also about whether your personality fits into the culture of the organization.

Questions to Expect in a Traditional Interview

1. Tell me a little about yourself.
2. Why do you want to work as a ...?
3. What are your greatest strengths? Development areas?
4. Why should we hire you rather than another candidate?
5. Why do you want to work for us?
6. What are your short- and long-term career goals?
7. What do you think you can bring to this company?
8. Do you consider yourself a team player?
9. If I were to call your most recent supervisor, what would he/she likely say about you?
10. Why did you choose to interview with our organization?

11. How does your college education or work experience relate to this position?
12. Describe your ideal job. Ideal supervisor.
13. What interests you most about this position? Least?
14. Tell me what you know about our organization.
15. Why did you choose this major?
16. If you were to start over, what would you change about your education?
17. Are you interested in pursuing a more advanced degree? In what area?
18. Tell me about three accomplishments that you are most proud of today.
19. Tell about a failure you have experienced in your life. What did you learn?
20. How does your college education/work experience relate to this position?

