

Writing your answers to some of these questions before the interview, will help you focus. You can also practice answering these questions with your friends! For a complete resource on most commonly asked questions and suggestions on to how to answer them, go to the Quintessential Careers web site: http://www.quintcareers.com/interview_questions.html.

Personal and Motivational Factors

- Please tell me about yourself.
- Who or what had the greatest influence on your life?
- What are some of the greatest personal challenges you have faced during your lifetime?
- What are some of your personal goals, and have you achieved them?

Skills and Abilities

- What skills and abilities do you possess that will help make you successful?
- Please discuss some of your past leadership roles and your accomplishments in them.
- Why should we hire you?
- What are some of the pros and cons of working on a team project?
- How would you describe your supervisory style?
- Who was the most difficult person you have interacted with, and how did you respond?
- How did you organize your time in school/work/play?
- What are your major strengths and weaknesses?
- Please tell me about your communication skills, your professional skills, and your problem-solving abilities.
- Please list 3 personal attributes you would like to improve, and tell me what you've done to make improvements in these areas.
- What aspects of your past or current job were most frustrating?

Career Goals and Objectives

- What are your long range goals and objectives?
- How are you preparing to achieve them? In what environment do you want to work? Why do you want to work for his company?
- In this organization, where do you see yourself in five years?

Extracurricular and College Experiences

- Please tell me about your accomplishments in extracurricular activities.
- If you could relive your college experiences, what would you do differently?
- What changes would you make in your overall campus life?

Behavioral Questions

Tell me about a time when you:

- Worked effectively under pressure.
- Used your creativity to solve a problem.
- Missed an obvious solution to a problem.
- Were unable to complete a project on time.
- Persuaded team members to do things your way.
- Had to deal with an irate customer.
- Prioritized a complex project.
- Made a bad decision.

Academic Programs & Achievements

- Why did you choose this major field of study?
- Please tell me about accomplishments in your academic program that are relevant to your future career goals.
- How do you feel about your GPA ?
- How satisfied are you with your accomplishments in this academic program?
- What was the most difficult aspect of obtaining a college degree?

Experience

- What were your accomplishments in prior work experiences? What were your most significant achievements?
- What would your last two employers say about you as an employee, either good or bad?
- What projects were accomplished during your time on the job? How were these accomplished?
- Please elaborate on one of the work experiences listed on your resume.
- What did you see as your major strengths and/or weaknesses on this job?

Knowledge of the Organization

- Why did you select XYZ company to apply for a position?
- What attracts you to this industry? Other industries?
- What do you know about our company?

On the day you did what you consider your best work—where you were proudest of whatever you achieved at a job—what did you actually do on that day?

Salary and Benefits

- What starting salary do you expect as an employee? (it's best not to discuss salary at this point. You could say, "At this point I'm more interested in finding out about the position and will be happy to discuss salary when an offer is presented".
- When comparing one company offer to another, what factors will be important to you besides starting salary?

Accomplishments and Achievements

- In addition to your educational and professional experiences, what else would you like us to know about you?
- Please tell me about some of the accomplishments you achieved during college of which you're proud?

Relocations/Travel

- Are you willing to relocate?
- Do you mind traveling?

Illegal Questions

Employers may ask questions to learn about a candidate's motivation and personality. Such questions can relate to former job responsibilities and outside interests. Inquiries into an applicant's: race, color, age, sex, religion, national origin, marital status, past arrests, alcohol and drug use, credit history, childbearing plans or age are illegal. Illegal questions are often asked unintentionally. If you feel you are being asked an illegal question during an interview you can legitimately, but politely, refuse to answer. You might say, "I'm not sure of the relevance of that question, can you tell me how it specifically relates to this job?"