Top 10 Interview Questions

1. **Tell me about yourself?**
   This question or something similar usually starts every interview.
   - Your answer should be well-rehearsed, confidently delivered and last between 3-5 minutes.
   - Focus on the areas of most relevance to the job in question.
   - Include some impressive achievements e.g. improvements made
     Convey your enthusiasm for the job.
   - Avoid personal or irrelevant information e.g. your children, un-related jobs.

2. **Why do you want this job?**
   One of the most predictable questions and very important!
   - You need to demonstrate that you have researched the employer and tie your knowledge of
     them into the skills and interests that led you to apply.
   - Refer to your company research, what is something the company or employer prides
     itself/himself on?

3. **Do you have any questions?**
   At the end of the interview, it is likely that you will be given the chance to ask your own questions
   - Keep them brief: there may be other interviewees waiting.
   - Ask about the work itself, training and career development: not about holidays, pensions,
     and season ticket loans!
   - Prepare some questions in advance: it is OK to write these down and to refer to your notes
     to remind yourself of what you wanted to ask.
   - Use this opportunity to tell the interviewer anything about yourself that they have not
     raised during the interview, but which you fell is important to you.

4. **Describe a situation in which you lead a team.**
   This is an example of a competency-based question. Many graduate positions involve people management, where you will be expected to plan, organize and guide the work of others as well as motivating them to complete tasks
   - Situation: Set the scene.
   - Task: What were you charged with?
   - Action: What actions did you take?
   - Results: What was the outcome?
   - Describe any problems which arose and how they were tackled.
   - Examples could include putting on a drama or music production; a group project at
     university; a business game or Young Enterprise scheme or being team leader in a fast-
     food restaurant.

5. **Describe a situation where you worked in a team.**
   Another competency-based question. Most jobs will involve a degree of teamwork. The interviewer needs to assess how well you relate other people, what role you take in a group and whether you are able to focus on goals and targets.
   - Situation: Set the scene.
   - Task: What were you charged with?
   - Action: What actions did you take?
   - Results: What was the outcome?
6. What do you expect to be doing in 5 years time?
Try to avoid vague or general answers such as “I hope to be in a leadership role by then.”
- Demonstrate that you have done your research on the career routes open to you within the industry or organization- be specific.
- Show that you have at least a general idea of where you want to go.
- This information is most likely available on the company website, company publications, and/or LinkedIn.

7. What are your weaknesses?
The classic answer here is to state a strength which is disguised as a weakness, such as "I'm too much of a perfectionist" or "I push myself too hard." DO NOT do this.
- Choose a weakness that you have worked on to improve and describe what action you are taking to remedy the weakness.
- Don't deny that you have any weaknesses - everyone has weaknesses and if you refuse to admit to them the interviewer will mark you down as arrogant, untruthful or lacking in self-awareness
- This question may be phrased in other ways, such as "How would your worst enemy describe you?"

8. Who else have you applied to/got interviews with?
You are being asked to demonstrate the consistency of your career aims as well as your interest in the job for which you are being interviewed
- You can state the other companies/ positions you have applied for and emphasis how the current employer is your first choice.
- Consider explaining how you have yet to apply to any other organizations for this very reason stated above.
- Do not list those firms who have rejected you.
- Give relevant examples, businesses related to the position you are currently interviewing for.
- Do provide the organizations you've been successful with so far, if any.

9. What are your strengths?
This allows you to put across your "Unique Selling Points" - three or four of your key strengths.
- Back these points up with examples of where you have had to use them.
- Consider the requirements of the job and compare these with all your own attributes - your personality, skills, abilities or experience.

10. What has been your greatest achievement?
To say that your greatest achievement was graduating, or getting your degree, will do nothing to distinguish you from all the other candidates. Try to say something different that will make you stand out.
- Give evidence of skills relevant to the job (communication, teamwork, organizational skills, etc.)
- Discuss any special honors and awards
- "Learning enough Spanish in three months to make myself understood when I traveled around Mexico"
- Training for and completing a marathon .. or even a 5 Kilometre race

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