

There are many steps you can take to make sure your interview goes smoothly. One of the easiest ways to get ready for your next job interview is to familiarize yourself with the popular questions that are frequently asked in interviews and to practice your answers.

You can start by reviewing the top 50 popular interview questions asked by employers, as well as the sample answers for each question on the list. Click through to the *Best Answers* links to get tips on what information you should include in your response - as well as what details to leave out. You can expect to hear at least one - and likely more - of these questions during your next job interview.

Top 50 Popular Job Interview Questions

Here are the 50 most frequently asked questions that are posed in interviews. Be prepared to go into some detail about your work history; you may also be asked behavioral or situational questions which require you to provide an anecdote about how you have handled a work challenge in the past or, alternatively, how you would approach a situation in the future.

What They Want to Know: Hiring managers will be interested in the actual professional experience that you can bring to the table. Be ready to elaborate upon the work history you described in your resume.

How to Respond: It's important to do more than simply provide a bare bones list of jobs you have held in the past. Instead, try to describe how, in your previous positions, you have honed the qualifications that the employer is seeking (the job announcement is your best guide to deciding what skills you should emphasize).

If you are an entry level candidate with little related work experience, it's a good idea to draw upon your educational/ training history, part time jobs, or internship experience to demonstrate that you have the required skillset.

- What relevant experience do you have? Best Answers
- What did you like or dislike about your previous job? <u>Best</u> <u>Answers</u>
- What major challenges have you handled? Best Answers
- How did you fit in with the company culture? Best Answers
- What was your biggest accomplishment (failure) in this position? <u>Best Answers</u>
- What was most (least) rewarding about your job? <u>Best Answers</u>
- Why are you leaving your job? Best Answers
- Why did you resign? Best Answers
- Why did you quit your job? Best Answers
- Why were you fired? <u>Best Answers</u>

Questions About Your Work Habits and Preferences

What They Want to Know: Interviewers are trying to predict which of their candidates will be most likely to adapt easily to their workplace, their current teams, and their way of doing things.

How to Respond: While you should be honest in your answers, try to research the company before your interview to learn how they do business. Is good teamwork critical to their productivity? Or do they expect their staff to work independently? Is overtime or occasional weekend work required? Ideally, your responses to these questions will show that your work habits dovetail well with their own practices, expectations, and requirements.



- Describe your work style. <u>Best Answers</u>
- Do you take work home with you? <u>Best Answers</u>
- How would you describe the pace at which you work? <u>Best Answers</u>
- What type of work environment you prefer? <u>Best Answers</u>
- What interests you about this job? <u>Best Answers</u>
- What do you find are the most difficult decisions to make? <u>Best Answers</u>

- Have you ever had difficulty working with a manager?
 <u>Best Answers</u>
- Have you gotten angry at work? What happened? <u>Best Answers</u>
- How would you handle it if your boss was wrong? <u>Best Answers</u>
- Are you overqualified for this job? <u>Best Answers</u>

Questions About Teamwork and "People Skills"

What They Want to Know: You'll be able to tell from the job description whether teamwork and good interpersonal skills are key to succeeding in the job you're applying for. If so, plan on providing some examples of how you have either led or participated on teams in collaborative environments.

Be prepared, answers to questions about teamwork will enable you to provide examples that will impress your interviewer. The best practice is to use the STAR method: just describe a **s**ituation where you served on a team, the **t**ask you were assigned, the **a**ction you took, and the **r**esults of that action.

- Do you prefer to work alone or on a team? Best Answers
- Give some examples of teamwork. <u>Best Answers</u>
- What do you expect from a supervisor? <u>Best Answers</u>
- Describe your best boss and your worst boss. <u>Best Answers</u>
- How do you handle stress and pressure? <u>Best Answers</u>
- If the people who know you were asked why you should be hired, what would they say? <u>Best Answers</u>
- What do you know about this company? <u>Best Answers</u>
- What can you contribute to this company? Best Answers
- What can you do for this company? Best Answers
- What problems have you encountered at work? Best Answers



Questions About Your Personality and Self Knowledge

What They Want to Know: Most employers hope to hire employees who not only have the professional skills to do the job, but also have personality traits and a level of self awareness that will allow them to work well with their supervisors, peers, and or clients.

How To Respond: It's important to match and mirror interviewers in tone to demonstrate engagement and enthusiasm for the role. Take the "middle road" as you answer these questions: you don't want to appear overly cocky or full of yourself, but neither do you want to be self deprecating or "hide your light under a bushel." The best tone to use is one of quiet confidence. If you are asked a "trick" question about your weaknesses or mistakes you have made in the past, own up to a minor failing but then explain how you learned to remediate the issue.

- Describe yourself. Best Answers
- Are you the best person for this job? Why? Best Answers
- How do you measure success? <u>Best Answers</u>
- How would you describe yourself? <u>Best Answers</u>
- Why should we hire you? Best Answers

- Tell me about yourself. <u>Best Answers</u>
- What are you passionate about? <u>Best Answers</u>
- What have you learned from your mistakes? <u>Best Answers</u>
- What is your greatest strength? <u>Best Answers</u>
- What is your greatest weakness? <u>Best Answers</u>



Questions About Your Career Trajectory

What They Want to Know: The hiring process can be expensive and time consuming for employers, especially when interviewers have to take time away from their normal duties in order to talk to candidates. Thus, their goal is typically to hire someone who is likely to stick around and grow with their organization.

How To Respond: Before your interview, try to envision how, in an ideal case scenario, you would be able to enjoy longevity with the company you are applying to. What would you like to be doing in five years? Ten? Think about how best to align your career goals to the opportunities offered by the employer. Then, in your answer, "sell" your candidacy by enthusiastically postulating how you would be able to contribute to their operations and, steadily, assume positions of increasing responsibility.

- Describe your career goals. Best Answers
- How long do you expect to work for this company?
 <u>Best Answers</u>
- How much do you expect to get paid? Best Answers
- Tell me why you want to work here. <u>Best Answers</u>
- What are you looking for in your next position?
 <u>Best Answers</u>

- What are your goals for the future? Best Answers
- What are your <u>salary requirements</u>? <u>Best Answers</u>
- What challenges are you looking for in your next job? Best Answers
- Why do you want this job? Best Answers
- What will you do if you don't get a job offer? <u>Best Answers</u>

Tips to Answer Popular Interview Questions

Here are a few more tips to help you make your best impression and rock your job interview.

Appearances count. An interview is more than just being asked questions by an interviewer and responding correctly. It's your opportunity to make a great impression, and showcase what an asset you will be to the company. Make sure you dress for success and arrive prepared to get offered the job.



Source: Top 50 Popular Job Interview Questions **Know what they can't ask.** Be aware that there are questions you shouldn't be asked during a job interview as well, such as personal questions about age, race, family status, etc. During an interview, the questions asked should all address only your ability to perform the job. You are not obliged to discuss or disclose anything else.

Know what you should ask. It's important to have some questions to ask the interviewer prepared for when you are given the chance. Doing some research about the company and its policies and culture will ensure that your questions are relevant, and will show the hiring manager how interested you are in the position.

Take the time to say thank you. Be sure to follow up with a thank you note after your interview. By expressing your appreciation for the interviewer's time and consideration in a timely manner (you should get an email out within 24 hours), you will reinforce the excellent impression you made during your interview.

