



Top Interview Q&As

Top 10 Interview Questions and How to Answer Them

1. Can you tell me about yourself?

- Try to answer questions about yourself without saying too much, or too little, personal information. You can begin by discussing some of your personal interests and experiences that don't relate directly to work, such as a brief overview of where you grew up, your education, and what motivates you. You can also share some fun facts that showcase your personality, such as a favorite hobby, to make the interview a little more interesting and memorable.

2. What is your greatest strength?

- Discuss the attributes that will qualify you for the specific job you are interviewing for, and that sets you apart from the other candidates. Before the job interview, try to make matches between your qualifications and the requirements that are listed in the job announcement. This way, you will have examples to refer to during the interview so you can demonstrate your suitability for the position.

3. What is your greatest weakness?

- Frame your answers around positive aspects of your skills and abilities as an employee, turning seeming "weaknesses" into strengths. For example, you can say something like, "I've always struggled with being a perfectionist – I want the task done as perfect as possible the first time, but this means that sometimes I spend more time on a task than is necessary. I've learned to balance this ambition for perfection with the equally important responsibility of meeting deadlines."

You can also discuss examples of skills you have improved on, providing certain instances of how you have recognized a weakness and have taken steps to improve yourself.

4. Why should we hire you?

- Confidently state why you're the candidate who should be hired for the job. This is not the time to be modest (although neither should you be arrogant). Your response should be a focused sales pitch that explains the specific attributes and skills you have to offer the employer, and why they should hire you for the job. Before the interview, make sure to review the qualifications and the requirements in the job listing so you can compose a response that aligns with what the employer is looking for.

5. What are your salary expectations?

- Think about what you are looking for in terms of salary. Research what the average salary is for the position you are applying for. Review the best way to answer questions about salary so you are offered the pay that you deserve for the position.

Source: Alison Doyle/The Balance Careers



Top Interview Q&As cont.

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6. Why are you leaving or why have you left your job?

- State the facts, be direct, and focus your answer on the future, especially if leaving your previous employer wasn't under the best of circumstances. Always try to be positive about your response, and avoid talking badly about your current organization, colleagues or supervisor. You want to give the impression that you're motivated by the possibility of new opportunities and not just trying to escape a current bad work situation.

7. Why do you want this job?

- Be specific about what makes you the perfect fit for this job, and talk about aspects of the company and position that appeal to you the most. Before the interview, take the time to thoroughly research the company and its services, products, programs and projects; company values; and company mission so you can show the interviewer your in-depth knowledge about the position and the company.

8. How do you handle stress and pressure?

- Give an example of how you have successfully handled stress and pressure in a previous job. Answer the question in a way that you explain what you did to overcome it, or even used it to your advantage. Don't say that you have never really experienced workplace stress because most likely, this is not true; it could also make it seem that you've only worked in low-pressure environments and therefore aren't ready to deal with difficult situations.

9. Can you describe a difficult work situation or project and how you overcame it?

- Be prepared to share a detailed example of what you did in a tough situation, whether at your current employer or a previous employer, to show how you can successfully perform in a challenging situation. Avoid talking negatively, or extensively, about other individuals.

10. What are your goals for the future?

- Keep your answer focused on the job and the company you're interviewing with, and reiterate to the interviewer/s that the position aligns with your long-term goals.

Source: Alison Doyle/The Balance Careers