

Common Questions Asked in an Interview

Be prepared to answer the following questions:

Questions	Ways to answer and prepare
Tell me about yourself.	Provide a summary of your work history, education and character, as they relate to the job qualifications.
Why do you want to work for us?	Research beforehand, describe why you want to work for the company and connect your talents to the company's culture.
Why should we hire you?	Cite your accomplishments and unique qualities and mention how they complement the employer's needs.
Give me your definition of a [position you are interviewing for].	Research the job description, read about successful people who have the same title and give a positive, knowledgeable description.
Tell me about your strengths.	Indicate several of your best strengths, include an example of when you used them and connect them to the job.
What is a weakness of yours?	Mention a real weakness that you have, but avoid ones that directly affect essential duties of the job you want. Finish your answer by including specific things you are doing to improve in this area.
What important trends do you see in our industry?	Keep up with the latest news in your field. Identify and understand trends that affect your job, company and industry.
What is your greatest accomplishment?	Employers are usually looking for professional accomplishments that relate to the job. Do not cite revealing personal milestones such as getting married.
How do you work under pressure and with deadlines?	Describe how you work under pressure and provide examples to help employers visualize how you will perform for them.
Do you prefer to work alone or with a team?	State your preference, but indicate that you are capable of doing both. Think how this question relates to the type of job for which you are applying.
What are your salary expectations?	Research salary through various resources. Give a range based on what similar positions in your region pay for people with your skills, education and experience.
How would a supervisor or colleague describe you?	List positive adjectives that others would use to describe you. Include a specific accomplishment that got others to compliment you.
Describe your short- and long-term professional goals.	Mention your short- and long-term professional goals. Explain how you think the company plays a role in your plans and describe how you will contribute along the way.
What would you have changed about your last job if given the chance?	Never speak negatively about a former job or manager. Focus on what you look forward to in your new job (more responsibility, a new career path, opportunities for advancement, etc.).
How would you describe your technology skills?	Discuss your current skill level and mention specific software, applications or equipment you use well. Emphasize unique and in-demand technological competencies.
How long would it take you to make a meaningful contribution to our company?	Cite an example of how you learned quickly in a previous job and state that you will do the same in the new position.
Give an example of how you have updated your technology skills.	Discuss how you are skilled in using current technology and express you are willing to learn new technology as needed.

Practice makes perfect. You can try answering these and other questions on our interviewing practice software and in mock interviews with a career counselor. Visit www.cpcc.edu/career to learn more.