

# Common Questions asked in an interview

**Be prepared to answer the following questions:**

Questions	Ways to answer and prepare
Tell me about yourself.	Create a one-minute summary of your education and work history that qualifies you for the job.
Why do you want to work for us?	Know the company's size, reputation, goals, problems and philosophy. Focus on how your talents specifically meet the company's needs.
Why should we hire you?	Give concrete examples of your experience, knowledge, abilities and skills.
Please give me your definition of a ... <position you are interviewing for>	Research the job description ahead of time.
How long are you planning to stay with us?	Indicate that you intend to stay as long as you are still contributing and growing.
What is your weakness?	Be honest, but end on a positive note. Turn a negative into a positive or explain that it is something on which you are actively working to improve.
What important trends do you see in our industry?	Keep it to two or three trends. Research will help on this one; you can find industry information on the Internet. ( <a href="http://www.cpcc.edu/career">www.cpcc.edu/career</a> )
Why are you leaving your present job?	Never speak negatively about your former manager or company. You want more opportunity to advance, more responsibility and challenge.
What is your greatest accomplishment?	Be as specific as possible—cite the number of people you supervise, your sales percentages, the money you saved your previous company, programs created, awards, etc. Relate it to the needs to the position.
How do you work under pressure and with deadlines?	Assure the employer by providing relevant examples.
Do you prefer to work alone or on a team?	State your preference, but indicate what you are capable of doing. Honesty is best.
What are your salary expectations?	Research salary ranges on the Internet ( <a href="http://www.cpcc.edu/career">www.cpcc.edu/career</a> ). Give a range of what similar positions pay and one based on your skills and experience.
What was the last book you read?	Employers are trying to get a sense of your personality and interests. Choose the one that is most appropriate.
Describe your personality.	Mention traits that a reference would confirm. Highlight your positive attributes.
What are your short and long term goals?	Be sure to indicate that you would like to improve your skills and that you intend to remain employed there for a long time. Your answer should be relevant to the position. Do not indicate that you want the interviewer's job.
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.

Students requiring help with interviewing may contact a CPCC career counselor or visit [www.cpcc.edu/career](http://www.cpcc.edu/career). We will schedule a mock interview with you – practice makes perfect! You can also use Perfect Interview, an online software program.