

Top Ten Interview Questions

Listed below are the Top 10 Most Commonly asked interview questions:

1. Tell me about yourself.

"Tell me about yourself" is such a broad question and it may encompass some of the other things on the list. You can talk about your studies, what your future goals are, what you like to do, why you are interested in this position. A few sentences is all you need. Here is a short video/transcript with some advice on how to answer this question:

<https://www.themuse.com/advice/a-simple-formula-for-answering-tell-me-about-yourself>

2. Why did you leave your last job?

Never say anything negative about any of your previous employments. Always use reasons like wanting to put all of your efforts into finding a career more suitable for you. If this is not applicable to you, then you will not be asked this question.

3. What were your responsibilities in your last position(s)?

Pretty self-explanatory. Try to think of past responsibilities you've had that may transfer over to this position. Customer service and interpersonal skills/roles is always a good one! It's a good idea to take a look at the desired skills and qualification for the job you are applying to. Be familiar with the responsibilities/traits they are looking for and try to think of ways you have done these things in the past. You can be creative!

4. What is your greatest strength?

Have 3 in mind. Again, interpersonal skills/working well with people is always a good one to use. Try not to just list 3 things and give a 3 word answer. A sentence or so on each trait is a good idea.

5. What is your biggest weakness?

Have a couple in mind for this one, too. Google some possible responses for this. You may consider using an example of a weakness you once had, but how you learned to overcome it (make it up, even!) Or, if you talk about a current weakness, make a comment about how it also helps make you a better worker. For example, "I can sometimes feel stressed at work to surpass expectations. But I think that this forces or boosts me to do my absolute best with even the smallest of tasks."

6. What has been the most challenging situation you have been presented with and what did you do to resolve it?

Have one in mind in case it comes up. Perhaps a rowdy customer that other employees were not able to deal with, but you handled by listening to what he/she was saying, being attentive, and offering solutions.

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7. What do you know about our company?

This is often a very important question to employers. This is their way of gauging how interested you are in them and how proactive you are in doing your research. Take the time to read up on the company a little bit beforehand. Check out their website and pay special attention to the "About Us" section if they have one. If they don't have a website, do your best to search the internet for any information you can find about them.

8. Why are you interested in this position?

Answers like "I need a job" or "I need money" are NOT good responses to this question. Talk about how it will help you to grow as a professional and provide you with real-life experience. Talk about how you are excited to learn and to be able to contribute to the company.

9. Where do you see yourself in 5 years?

This is up to you! If you are applying for a full-time position, your answer should probably include growing with this company. That's what they want to hear! They typically are not interested in investing time and money into someone who wants to leave. If you are applying to an internship, you can be freer with your answer. Be honest about what your goals are. If you would like to stay with that company, let them know that! But if you are interested in going back to school, or eventually working in a different field, you can be honest about it – try to include how this position would help you with your goals.

10. Why should we hire you?

Basically a recap of your strengths and your interest in being here. What you can bring to the table and what makes you an asset to the organization. Eager to learn, dedicated to doing a good job, team-player, etc. If you have a strong "skills" section on your resume, this may come in handy!