

Top 10 Job Interview Questions



1. **Tell me about yourself.** (Be work-specific and give a summary of your relevant background, your relevant qualifications for the job, and your relevant transferrable skills. As well, you can express your interest in the job/company.)

2. **What are your greatest strengths/best skills/most positive qualities?** (Be specific and give 3-5 qualifications with work-related examples.)

3. You may be asked **What do you expect to be paid?** (Do your research before the interview to know the range of wage/salary for the position you are interviewing for, and give that range as an answer.)

4. **What is your greatest weakness/most negative trait?** (Be specific when stating a weakness and then describe the steps you have taken (and continue to take) to manage and improve that weakness. Avoid mentioning any weakness that could affect your ability to do the job well.)

5. What did you like most about your previous job? or Why did you leave your last job? (Express your interest in something about your last job and/or describe something you appreciated about it. If you were let go/fired, be honest, briefly explain the situation and own it. Explain what you learned from the experience and turn it into a positive. Never say anything negative about a former company/boss.)

6. Why do you want to work here? or What do you know about our company/organization? (Make sure you have done your research before the interview so you can mention specific aspects of the company/organization that you admire, and you can talk about how well you would fit.)

7. Describe a difficult work situation and what you did to overcome it. or Give us an example of a problem/conflict/confrontation you've had at work and what you did to solve it. (Briefly describe a real example of a past work situation/problem/conflict/confrontation, the steps you took to solve it, and the outcome. Be sure to choose an example that had a positive outcome.)

8. What is your greatest accomplishment? (Be specific as you talk about something you did at a past job that you are proud of. Then relate it to the job you are interviewing for.)

9. Where do you see yourself in 5 years? or What are your career goals? (The interviewer wants to know they can rely on you to stay after they train you. Your answer should show that you are a person with direction and that you have goals. Be realistic, don't overdo it.)

10. **Why should we hire you?** (Be specific and summarize all the reasons you are the best candidate: list all the skills and qualifications you have that the company is looking for. It is okay to repeat what you have said before in the interview.)

***** Bonus question – What have you been working on?** (if you're looking for work, try to include how you keep yourself busy, how are you staying positive, this is an opportunity to share any new skill/relevant hobby you may have learned during your free time.)

***** Have questions prepared to ask the interviewer.** (This is your chance to show your knowledge of and passion for the company and/or the job. Prepare for 5 or 6 good questions, and ask 2 or 3. Do not ask questions that have already been answered during the interview and do not ask about salary or benefits.)

*****Have References prepared.** (Often companies ask for 3 work-related References. These could be former supervisors or managers of paid or volunteer jobs, teachers, or others who know you well enough to speak on your behalf. Do not use family members. Have the list ready and offer it to the interviewer if they don't ask for it.) Include the following information for each Reference:

1. Name, Position Title
2. Place of Employment
3. City, Province
4. Contact Information – can be telephone and/or email address