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TOP 50 QUESTIONS TO EXPECT

1.) **Relax and tell me a little about yourself?**
Talk about your experience, qualifications, and accomplishments -not your childhood, family, or hobbies.

2.) **Why do you want to work as a ..... ?**
Talk about the interesting details of the job and why they fascinate you.

3.) **What skills does this job require?**
Use your fingers and count off the skills -1 .....2 ..... 3.....

4.) **What qualifications do you have?**
Using your fingers, name a skill, list the qualifications. Move to the next skill.

5.) **Tell me about my company?**
Call the Chamber of Commerce. Get information on the company size, its key products or services, the markets where it competes, and its overall reputation.

6.) **Why do you want to work for us?**
You're on your own.

7.) **How did you learn about us?**
Friend, relative, newspaper story, advertisements -anything to show that they are not a random choice.

8.) **How many other companies have you approached?**
"Several for back-up, but this is where I really want to work, this is where my hopes are."

9.) **How many employers have you worked for during the last 5 years?**
Tell the truth!

10.) **You seem to switch jobs a lot. Why?**
Job stagnation, demotions due to down sizing, career exploration, a short-lived personal problem, or having made a bad choice are all good reasons.

11.) **How long do you plan to work here?**
"A long time. This is the job I've been hoping for."

12.) Tell me about your current (or last) job?
List your duties and responsibilities. Explain your accomplishments.

13.) **Why are you leaving that job?**
Job stagnation, demotions, down-sizing, career exploration, or simply having made a bad choice are all good reasons.

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14.) **Are you planning to give notice that you're leaving for another job?**
Explain that you don't want to leave them short-handed. A two-week notice is customary.

15.) **What will your manager say when you give notice that you are leaving?**
Explain why you'll be missed. Don't give the impression that they will be glad to get rid of you.

16.) **What did you like most about that job?**
Talk about your responsibilities, challenges, accomplishments, and the people.

17.) **What would you change about that job?**
Don't bad-mouth the job. Explain that you'd want more responsibilities. It shows initiative.

18.) **Did you ever have a disagreement with a boss? Why? Why not?**
Answer "yes" and you're a troublemaker, "no" and you're a wimp. Find the middle ground. "Sure, we disagreed. But we worked well together. For example.....

19.) **Tell me about your education or training?**
Explain your education or training and tell how it helped prepare you for this job.

20.) **Did you enjoy school? Why?**
The manager may want to know if you enjoy learning and whether you might benefit from a training program.

21.) **Which course did you find the most difficult? Why?**
The manager wants to know if you have perseverance: "I got a D on my first exam in algebra. My study skills were all wrong. I joined a study group. By the third term, I pulled it up to a B and kept it there."

22.) **Did you join any school activities? Why?**
School activities show that you're sociable; that you enjoy being part of a group, and that you can work with other people. This is important in the work place.

24.) **How were your grades in Math?**
The job may require basic math skills like addition, subtraction, multiplication, division, and percentages. "I had a problem with calculus, but my basic math skills are good."

25.) **Do you plan to continue your education?**
Continuing education courses suggest growth, ambition, promotability -and may qualify for tuition assistance.

26.) **What do you do to relax after work?**
Don't brag about car racing, sky diving, scuba diving, or any other sport that might be dangerous. They suggest a likelihood of injury and absence from work.

27.) **What do you plan to be doing for work five years from today?**
Figure the promotions you should get if you work hard for this company over the next five years. Tell the manager you plan to be working for him or her in that position.

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28.) **What salary do you expect to be earning five years from today?**
Avoid salary questions by stating, "A fair salary." "A salary equal to my work experience."

29.) **When do you hope to retire?**
"Certainly, not before I'm 65."

30.) **Give an example of any major problem you faced and how you solved it?**
Think of something related to work, school, civic, or leisure activities. Tell it as a story. Give details. The manager wants to see how you define problems, identify options, decide on a solution, handle obstacles, and solve the problem.

31.) **In your lifetime, what was your greatest accomplishment? What did you learn from it?**
A personal touch works well here, such as your marriage, birth of 'a child, or helping someone in need.

32.) **What was your greatest failure? What did you learn from it?**
Fessing up to a failure shows maturity. Avoid examples that might reflect on your ability to do the job.

33.) **What is your greatest weakness?**
Focus on work, not character weakness. Turn it into a positive. "I'm accused of being a workaholic. I like to stay and get caught up on the odds and ends before I go home."

34.) **Have you ever been convicted of a crime?**
It's not illegal to ask this question if it has a bearing on the job you are seeking. A bank, for example, would not want a convicted embezzler working in the vault. If you have a conviction, admit it. Explain what happened. Admit that you make a stupid mistake. Tell what you've done to make amends. Ask for a second chance.

35.) **Do you have a drug or alcohol problem?**
If you do, get some help. Enroll in a program.

36.) **Last year, how many days of work (or school) did you miss? How many days were you late?**
This will tell the manager whether you're going to show up for work on time every day. If you've missed more than a couple of days, have some good explanations ready.

37.) **What motivates you to do a good job?**
Money is not a good answer. A good answer is something like "having responsibilities and being acknowledged when the job is done right."

38.) **Are you at your best when working alone or in a group?**
"Both. I enjoy working as part of a team and I can work independently to get my share of the work done."

39.) **Would you rather be in charge of a project or work as part of a team? Why?**
"Either. I'm not afraid to take responsibility and I'm not afraid to roll up my sleeves and pitch in."

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40.) **As a youngster, what did you do to earn your own spending money?**
Baby-sitting, lemonade stand, newspaper route, shoveling snow, mowing lawns, and other jobs show early signs of ambition, and a respect for work.

41.) **What would you do if one supervisor told you to do something now and another supervisor told you to do it later?**
The manager wants to see how you would handle conflict. How would you handle it?

42.) **Give me two (2) reasons why I should NOT hire you?**
You're on your own.

43.) **Who are your heroes?**
Why? Think about it!

44.) **What do you like most about yourself? Least?**
See question #33. Stress positives.

45.) **If I told you that you would report to a supervisor, who was a woman, a minority, or handicapped, what problems would this cause for you?**
You're on your own again.

46.) **What salary were you paid on your last job?**
Tell the truth.

47.) **What kind of salary are you looking for today?**
"I have no set salary. What salary is usually offered to someone with my qualifications?" If the manager persists, give a general answer like, "somewhere in the teens", or "somewhere in the thirties."

48.) **In your last job, how much overtime did you average each week?**
The manager wants to know if you can be counted on to help out when the work mounts. Explain that you can be counted on to work late whenever the need arises.

49.) **Have you ever been fired from a job? Why?**
Explain that you usually get along really well with everyone. But, you and your ex-manager just couldn't seem to make things work.

50.) **Do you have any questions for me?**
"Yes, thank you, just a few questions..... (See Handout "Questions to Ask")

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