



Typical Interview Questions and Responses

- You should be prepared to give complete but brief and relaxed answers to questions. When possible, use questions as a basis to develop information that you want to make sure is presented. Continue to see yourself in a positive way.
- Describe the job in terms of duties and give indicators of good performance such as raises, sales volume and promotions.
- Include short stories involving problems and challenges and how you were able to solve or overcome them.
- Emphasize your achievements and accomplishments in quantifiable terms.

Exploring your background questions:

- ***Tell me about yourself.***
 - Answer these questions in terms of the qualifications required of the position.
 - Keep responses concise and brief; DO NOT be derogatory or negative about previous jobs or bosses.
 - ‘Tell me about yourself’ means, ‘Tell me about your qualifications.’ Prepare a one to two minute discussion of your qualifications, or as many people call it, an elevator speech. Start with education and discuss your experiences. Describe your performance in raises, promotions, sales volume, increased profits, etc ... and be prepared to present your accomplishments.
- ***What are your greatest strengths?***
 - Avoid the simple generalization ‘I like people’ – it’s not a good answer.
 - Take this question as an opportunity to paint a picture of times you have been successful in past positions.
- ***What are your greatest weaknesses?***
 - Don’t be intimidated. The interviewer probably wants reassurance that hiring you won’t be a mistake. Present your weaknesses as professional strengths, i.e., ‘Sometimes I work too hard to make sure things are done accurately.’

Personality Questions:

- ***What do you do in your spare time?***
 - Workaholics are not always the best employees.
 - Present yourself as a well-rounded person.
 - Your answer gives you dimension, talk about your hobbies.

Motive Questions:

- ***How can you contribute to this company?***
 - Be positive and sell! Bringing strong technical skills, enthusiasm and a desire to complete projects correctly and efficiently are good responses. If you have done your research on the company, this should be an easy sell.
- ***Why do you want to work for our firm?***
 - Compliment the company's reputation, its achievements, its location or its people. Other positive remarks might be about the company's product or service, content of the positions or possibilities for growth or advancement.
- ***Where do you hope to be in one, three and five years?***
 - Use conservative growth positions that clearly show you plan to be there in five years, and that their investment in you will pay off. Be sure that you know what can and cannot be achieved by the ideal candidate in the position by asking that question.
 - Never tell the interviewer that you feel you'll be more successful than they are but do show a strong desire for promotion.
- ***What are your career goals and what are you doing to achieve them?***
 - Short term goals should include your desire to be the best in your current position, while learning additional responsibilities. Although you may be seeking promotion to the next level, assure the interviewer of your commitment to the firm and your current level of responsibility.
 - Long term goals should be expressed in terms of growth within the company. You may wish to discuss your desire for future promotion, but remember everyone must pay their dues; you don't want your supervisor to get the idea that you're after his or her job.
 - Ongoing learning is the key to success. Employers are encouraged by your desire to continue your education, keep current on issues and trends through trade publications and magazines, and participate in professional organizations in your field.

Job Satisfaction Questions:

- ***Why did you leave your previous employer?***
 - Never speak poorly about a former employer. Be pleasant, be positive, and be honest. Mention your desire to work for a more progressive company that offers more growth opportunities and recognition.

- ***What did you like most/least about your previous job?***
 - An employer can evaluate the type of worker you will be by the items you choose. Cite specifics here.
 - You are also providing clues about the environment you seek. What you liked most can include a strong teamwork atmosphere, high-level of creativity and attainable deadlines.
 - What you liked least should include any situations that you are unlikely to encounter in your new position.
- ***Why are you looking for another job?***
 - Employers are interested in people that are interested in them. Employers want to see your enthusiasm in your current positions, however they are aware that you have been recruited from your current position and are probably content where you are. Respond with growth opportunity, career advancement, etc.

Past Performance Questions:

- ***What type of salary do you have in mind?***
 - Salary discussions should be avoided, if possible, but if asked, answer truthfully.
 - A suitable reply may be: I am looking for the right opportunity, and I am confident that if you believe me to be the best fit for the p[osition, you will extend me your best and most fair offer.
 - State your current salary, or base, plus any bonuses, commissions and/or additional incentive pay.
 - Also, if you are due to receive a raise in the next three months, state the approximate percentage you expect.
- ***What is your current salary?***
 - Answer truthfully. State your current salary, or base, plus additional incentive pay.

Great Questions for you as the Interviewer:

- Your interviews should always be a two way conversation. You must be prepared to ask questions and take an active role in the interview. Asking questions gives you a chance to demonstrate your depth of knowledge in the field as well as to establish the flow of conversation and relaxed atmosphere between you and the interviewer. Here are a few guidelines for your questions:
 - Ask job-relevant questions that require explanation. Focus on the job – the company, the products, services and the people.
 - Prior to the interview, write your list of questions to take with you.
 - “Why do you want someone for this job?” Ask the interviewer to explain why this job can’t be done by one of the current employees. The answer may give you a valuable job description.
 - Ask questions that relate to the responsibilities, importance and authority of the position as well as those investigating the rewards for a job well done and the long-range career opportunities.

- Here are a few examples of great questions to ask:
 - What are some of the most difficult aspects of the position?
 - Describe a typical day on the job.
 - Describe the company's/department's growth plan for the next 3 years.
 - What is the training program for this position?
 - How do you think I would fit into the job and into the organization?
 - What projects would I be involved in now and in the future?
 - Would I be reporting directly to you?
 - May I see the work area and meet some of the other employees?
 - What do you see my position accomplishing within the first 90 days?

Best of luck to you and please don't hesitate to call your Alliance recruiter if you have further questions! (866) 939-0100