

Top 10 Interview Questions

1. Tell me something about yourself.
2. What do you know about this organization?
3. Why would you like to work/intern at our company?
4. What will you bring to the position/internship? OR Explain how you would be an asset to this organization.
5. What are your strengths? What are your weaknesses?
6. What course work, jobs, activities or interests qualify you for this position?
7. What are you looking for in a job/internship?
8. Tell me about a time when you worked as part of a team to reach a common goal. OR Are you a team player?
9. Tell me about a problem you had with a supervisor.
10. Where do you want to be in 5 (or 10 or 15) years?

EXAMPLE ANSWERS

1. TELL ME ABOUT YOURSELF.

The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present. Always connect your experience with the job for which you are applying to end your summary on a strong, positive note.

2. WHAT DO YOU KNOW ABOUT THIS ORGANIZATION?

This question is one reason to do some research on the organization before the interview. Find out where they have been, and where they are going. What are the current issues, and who are the major players.

3. WHY WOULD YOU LIKE TO WORK/INTERN AT OUR COMPANY?

This may take some thought and certainly should be based on the research you have done on the organization. Sincerity is extremely important here, and will easily be sensed. Relate it to your long-term career goals.

4. WHAT WILL YOU BRING TO THE POSITION/INTERNSHIP? OR EXPLAIN HOW YOU WOULD BE AN ASSEST TO THIS ORGANIZATION.

You should be anxious for this question. If give you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship. Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

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5. WHAT ARE YOUR STRENGTHS? WHAT ARE YOUR WEAKNESSES?

Numerous answers are good, just stay positive. A few good examples:

Strengths

- Ability to prioritize
- Problem Solving Skills
- Ability to Focus on Projects
- Ability to Work Under Pressure
- Professional Expertise
- Positive Attitude
- Leadership Skills

Weaknesses

- Cite a weakness that, under the right circumstances, can prove to be an asset.
- Cite a corrected weakness.
- Cite a lesson learned.
- Cite an unrelated skill deficit.

7. WHAT ARE YOU LOOKING FOR IN A JOB/INTERNSHIP?

Stay away from a specific job/internship. You cannot win. If you say the job/internship you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best bet is to stay generic and say something like; "A job where I love the work, like the people, can contribute, and can't wait to get to work."

8. TELL ME ABOUT A TIME WHEN YOU WORKED AS PART OF A TEAM TO REACH A COMMON GOAL. OR ARE YOU A TEAM PLAYER?

Of course, you are a team player. With either question, be sure to have examples ready to show specifics that you often perform for the good of the team rather than yourself. Give examples that are good evidence of your team attitude. Do not brag; just say it in a matter-of-fact tone. This tone is key throughout the interview.

9. TELL ME ABOUT A PROBLEM YOU HAD WITH A SUPERVISOR.

This question is the biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well blow the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

10. WHERE DO YOU WANT TO BE IN 5 (OR 10 OR 15) YEARS?

Strike a delicate balance when responding to this kind of question. Be honest, but show your ambition and your desire to be working at this company. Avoid responses like starting your own business or running for Congress, it takes the focus away from you and your future with this company. While it is not totally inappropriate to mention the personal goals (marriage, family), etc., the focus should be on professional goals.