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Next

Interview questions for job pdf



50 COMMON INTERVIEW QUESTIONS AND ANSWERS

[Don't forget to have a look at free bonus at the end of this document]

Review these typical interview questions and think about how you would answer them. Read the questions listed, you will also find some strategy suggestions with it.

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.

2. Why did you leave your last job?

Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the organization. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking reasons.

3. What experience do you have in this field?

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

4. Do you consider yourself successful?

You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.

5. What do co-workers say about you?

Be prepared with a quote or two from co-workers. Either a specific statement or a phrase will work. Jill Clark, a co-worker at Smith Company, always said I was the hardest worker she had ever known. It is as powerful as Jill having said it at the interview herself.

6. 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?

7. What have you done to improve your knowledge in the last year?

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

8. Are you applying for other jobs?

Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organization. Anything else is a distraction.

9. Why do you want to work for this organization?

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.

Job Applicant's Name _____ Date _____ Period _____

Position Being Applied For _____

JOB INTERVIEW SCORE SHEET

Directions: Circle a score for each item below. Add up the total points in each column. Then add the columns together.

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Needs Improvement</i>	<i>Poor</i>
Firm handshake (not limp or too strong)	4	3	2	1	0
Introduction (eye contact, smile, says name)	4	3	2	1	0
Dressed appropriately for the job	4	3	2	1	0
Brought resume	4	3	2	1	0
Answer to question #1	4	3	2	1	0
Answer to question #2	4	3	2	1	0
Answer to question #3	4	3	2	1	0
Answer to question #4	4	3	2	1	0
Answer to question #5	4	3	2	1	0
Body language (sits up straight, eye contact, smiles, answers questions with enthusiasm, acts interested)	4	3	2	1	0
Ending the interview (shakes hand & thanks interviewer)	4	3	2	1	0
	Total:	Total:	Total:	Total:	Total:

Total of all columns: _____

Points Earned	What This Means	Scholar's Grade
40 - 44	You are an excellent candidate for the job. You got the job!	A
35 - 39	You did a good job during the interview. You will be hired if other candidates don't score higher than you.	B
0 - 34	I hope you get along well with your family. You may be living with them for a long time.	C- F

10 Illegal and Legal Interview Questions:

1. Age Questions

Inappropriate to ask:

- How old are you?
- What year were you born?
- When did you graduate from high school?

Appropriate to ask:

- Are you over the minimum age for the hours or working conditions?
- After hiring, verifying info with birth certificate or other ID. Insurance forms can inquire about age.

2. Disability Questions

Inappropriate to ask:

- Do you have any disabilities?
- What is your medical history?
- How does your condition affect your abilities?

Appropriate to ask:

- Can you perform the specific tasks/duties of the job?
- After hiring, ask about medical history on insurance forms.

3. Criminal Record Questions

Inappropriate to ask:

- Have you ever been arrested?
- Have you ever spent a night in jail?

Appropriate to ask:

- Have you ever been convicted of a crime?

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