COMMON INTERVIEW QUESTIONS

The best interview advice that anybody can give you is to be prepared for a wide variety of questions. Listed below are some of the most frequently asked personal interview questions.

1. Tell me about your work experience.
2. Tell me about yourself.
3. What aspects of your work have you enjoyed the most.
4. What aspects of your work have frustrated you the most?
5. Tell me about your previous boss and company.
6. What are you looking for in a job?
7. What do you do in your spare time?
8. What did you like least about your last job?
9. Why should I hire you?
10. What are your strengths?
11. What are your weaknesses?
12. Why are you interested in this job or this company?
13. What are your goals?

More and more employers use the method of interviewing that is called behavioral interviewing. This method is based on the belief that the best indicator for your future behavior is your past behavior. Questions in a behavioral interview might look like this:

1. Give me an example of a time when you had a conflict with a supervisor or co-worker and the steps that you took to resolve this conflict.
2. Give me an example of a time when you were under a strict deadline to finish a project and how this event unrolled.
**Questions to ask the employer**

At the end of the interview, employers frequently ask if you have any questions. Never say "no" to this question. It's a good idea to have 2 or 3 questions in mind to ask the employer. These questions can be about the company, the department you would be working for, or the job itself. Some good questions to ask include:

1. What makes your company different from others?
2. What is the greatest challenge the company will face during the next year?
3. What are the opportunities for advancement within the company?
4. How are employees in this department evaluated?
5. Is this a newly created position or would I be replacing someone else?
6. What skills and experience are you looking for in the person who will be hired for this position?
7. Is there a lot of teamwork work in this department or do people work more independently?

Only after a job offer has been made should you discuss salary and benefits. You may want to know the following:

1. What is the salary range for this position?
2. Are salary adjustments based on cost-of-living increases, job performance or both?
3. What is your vacation policy?
4. Is there a standard benefits package or can I choose from a variety of options?
5. Does the employers provide tuition reimbursement for continuing education classes?