



**Most common
interview questions and
their appropriate Answers?**

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Following are the ten most frequently-asked interview questions that you can expect to face:

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1. What can you tell me about yourself?

- Talk about yourself in summary and avoid rambling. Your detailed work history can be found on your CV, after all, so focus on elements that you want to highlight rather than going through everything.
- It is okay to discuss your personality and what ambitions you have. Ideally, you will give the interviewer a positive insight into how you would fit in as an employee.

2. Can you list your Strengths?

- An exhaustive list of adjectives, such as 'capable', 'hard-working' or 'diligent', won't really portray you well because anyone can make such claims about themselves. Instead, think about three things that you do well and give concrete examples.
- If you are a strong organiser, for example, then talk about a project that you coordinated, or a new procedure that you formulated. If you are good with numbers, then talk about your skills with spreadsheets or financial matters.

3. What Weaknesses do you have?

- Never say that you have no weaknesses. Everyone who does this comes across like they have simply not prepared for the interview. Likewise, avoid giving yourself a back-handed compliment, such as, 'I work too hard.'
- Remember that being able to identify a weakness is a strength. Focus on an area of your work that needs to be improved. You might have been trained in something that you'd like to take to the next level, for example. Point out that this is a weakness, but something you have identified and are focusing on resolving. Interviewers want to understand that you have the ability to be honest about yourself and to seek self-improvement.

4. Why should I consider hiring you

- If you are highly qualified for the job you are applying for, then you should point this out, but don't forget that other people being interviewed may match or exceed your suitability. In such cases, focus on what else you can bring to the job, perhaps with your soft skill set, like being able to integrate well with existing members of the team, for instance.
- Don't give up on an interview if you're not fully qualified for the job. Appeal to the interviewer's desire to hire someone with drive. If you are not the finished article, then point out how keen you are to learn and be mentored. Accentuate the positive aspects of what you can do now and how quickly you will be able to progress with what you don't know if hired.

5. Where do you see yourself in five years from now?

- This is your chance to talk about your wider ambitions and goals. It is okay to say you'd like to progress on from the position on offer in most cases. Bosses want to hire people with determination so don't be shy about sounding ambitious or hungry for success. Ideally, try to contextualise your ambitions within the organisation that you are applying to join because this tends to go down better.

6. Why do you want to work here?

- This is your chance to show that you have researched the company you are applying to work with. Avoid saying anything negative about your current employer which makes it seem you are simply after any job at all.
- Typical things you might say are that the company operates in your chosen sector, that it provides a clearly structured career path and that the organization has a good reputation. Don't simply trot these ideas out, though. Do your research!

7. What is your salary expectations

- This is one of the most troublesome questions for many interviewees. For some people, however, it causes no bother at all. It will depend on your personality as to how you feel talking about salary expectations. That said, there are some tips to help you deal with the question.
- Firstly, it is okay to talk about pay in terms of ranges and not to be specific about a particular number. It is also okay to include other benefits, like health care, pensions and time off within the context of salary. Make sure you have looked at other, similar jobs being advertised in other organizations so that you have an idea of the pay rate in the market.

8. What motivates you

- Motivation is personal, so there is no wrong answer that you can give. It might be down to your desire to succeed and build a career, but it might also be because you want to provide for your family – both perfectly good answers if you choose to give them. In some professions, caring or vocational motivations might be worth mentioning, too.

9. What makes a good team player.

- Many people say in their resume that they are good at working cooperatively or are team players, but few say what this actually means. Think about examples from your past that demonstrate your ability to build bridges, form networks or simply get on with people. This needn't be from your professional life. You could cite any examples from clubs or organisations to which you belong.

10. Is there anything you like to ask me.

- Always have at least one question prepared in advance. This is your chance to drill down into an area of the business that might not have been covered in the interview. Alternatively, you may simply like to ask for feedback on how you have done in the interview.
- A good tip is to pick up on something that has been mentioned in passing by the interviewer about the job. Ask him or her to expand on this. Not only does it make you appear interested, but it shows that you have been listening attentively to what has been said. It should leave the interviewer with a good final impression of you.

Beyond Common Questions

- These ten questions are certainly not the only ones that can be posed, but they are the most common ones. **Following slides provide you a chance to prepare better for an interview.** Remember that [you don't need to answer all questions](#) at an interview if you feel they are too personal or you are not comfortable with them. Getting yourself prepared for common questions is necessary prep work before attending an interview.
- Don't make the answer come across as rehearsed; rather, just remember the gist of your answer and then let the sentences flow freely during the interview, which gives the interviewer a much better impression of you. Good luck!

11. "Tell me about the last time a co-worker or customer got angry with you. What happened?"

- Conflict is inevitable when a company works hard to get things done. Mistakes happen. Sure, strengths come to the fore, but weaknesses also rear their heads. And that's OK. No one is perfect.
- But a person who tends to push the blame - and the responsibility for rectifying the situation - onto someone else is a candidate to avoid. Hiring managers would much rather choose candidates who focus not on blame but on addressing and fixing the problem.
- Every business needs employees who willingly admit when they are wrong, step up to take ownership for fixing the problem, and, most important, learn from the experience.

12. "Why do you want to leave your current job?"

- Let's start with what you *shouldn't* say (or, if you're the interviewer, what are definite red flags).
- Don't talk about how your boss is difficult. Don't talk about how you can't get along with other employees. Don't bad-mouth your company.
- Instead, focus on the positives a move will bring. Talk about what you want to achieve. Talk about what you want to learn. Talk about ways you want to grow, about things you want to accomplish; explain how a move will be great for you *and* for your new company.
- Complaining about your current employer is a little like people who gossip: If you're willing to speak badly of someone else, you'll probably do the same to me.

13. "What kind of work environment do you like best?"

- Maybe you love working alone ... but if the job you're interviewing for is in a call center, that answer will do you no good.
- So take a step back and think about the job you're applying for and the company's culture (because every company has one, whether intentional or unintentional). If a flexible schedule is important to you, but the company doesn't offer one, focus on something else. If you like constant direction and support and the company expects employees to self-manage, focus on something else.
- Find ways to highlight how the company's environment will work well for you and if you can't find ways, don't take the job, because you'll be miserable.

14. "Tell me about the toughest decision you had to make in the last six months."

- The goal of this question is to evaluate the candidate's reasoning ability, problem-solving skills, judgment, and possibly even willingness to take intelligent risks.
- Having no answer is a definite warning sign. Everyone makes tough decisions, regardless of their position. My daughter worked part-time as a server at a local restaurant and made difficult decisions all the time -- like the best way to deal with a regular customer whose behavior constituted borderline harassment.
- A good answer proves you can make a difficult analytical or reasoning-based decision -- for example, wading through reams of data to determine the best solution to a problem.
- A great answer proves you can make a difficult interpersonal decision, or better yet a difficult data-driven decision that includes interpersonal considerations and ramifications.
- Making decisions based on data is important, but almost every decision has an impact on people as well. The best candidates naturally weigh all sides of an issue, not just the business or human side exclusively.

15. "Tell me about a time you disagreed with a decision. What did you do?"

- No one agrees with every decision. Disagreements are fine; it's what you do when you disagree that matters. (We all know people who love to have the "meeting after the meeting," where they've supported a decision in the meeting but they then go out and undermine it.)
- Show that you were professional. Show that you raised your concerns in a productive way. If you have an example that proves you can effect change, great and if you don't, show that you can support a decision even though you think it's wrong (as long as it's not unethical, immoral, etc.).
- Every company wants employees willing to be honest and forthright, to share concerns and issues ... but to also get behind a decision and support it as if they agreed, even if they didn't.

16. "What is your leadership style?"

- This is a tough question to answer without dipping into platitudes. Try sharing leadership examples instead. Say, "The best way for me to answer that is to give you a few examples of leadership challenges I've faced," and then share situations where you dealt with a problem, motivated a team, worked through a crisis. Explain what you did and that will give the interviewer a great sense of how you lead.
- And, of course, it lets you highlight a few of your successes.

17. "Tell me how you think other people would describe you."

- I hate this question. It's a total throwaway. But I did ask it once, and got an answer I really liked.
- "I think people would say that what you see is what you get," the candidate said. "If I say I will do something, I do it. If I say I will help, I help. I'm not sure that everyone likes me, but they all know they can count on what I say and how hard I work."
- Can't beat that.

18. "What do you like to do outside of work?"

- Many companies feel cultural fit is extremely important, and they use outside interests as a way to determine how you will fit into a team.
- Even so, don't be tempted to fib and claim to enjoy hobbies you don't. Focus on activities that indicate some sort of growth: skills you're trying to learn, goals you're trying to accomplish. Weave those in with personal details. For example, "I'm raising a family, so a lot of my time is focused on that, but I'm using my commute time to learn Spanish."

19. "If you were to rank them, what are the three traits your top performers have in common?"

- Great candidates also want to be great employees. They know every organization is different -- and so are the key qualities of top performers in those organizations. Maybe your top performers work longer hours. Maybe creativity is more important than methodology. Maybe constantly landing new customers in new markets is more important than building long-term customer relationships. Maybe the key is a willingness to spend the same amount of time educating an entry-level customer as helping an enthusiast who wants high-end equipment.
- Great candidates want to know, because (1) they want to know if they will fit in, and (2) if they do fit in, they want to know how they can be a top performer.

19. "How did you learn about the opening?"

- Job boards, general postings, online listings, job fairs ... most people find their first few jobs that way, so that's certainly not a red flag.
- But a candidate who continues to find each successive job from general postings probably hasn't figured out what he or she wants to do -- and where he or she would like to do it.
- He or she is just looking for a job; often, any job.
- So don't just explain how you heard about the opening. Show that you heard about the job through a colleague, a current employer, by following the company ... show that you know about the job because you want to work there.
- Employers don't want to hire people who just want a job; they want to hire people who want a job with *their* company.