

Common Interview Questions

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for [insert company name here]?
4. Where do you see yourself in 5 years? 10 years?
5. Why do you want to leave your current company?
6. Why was there a gap in your employment between [insert date] and [insert date]?
7. What are three things your former manager would like you to improve on?
8. Tell me about an accomplishment you are most proud of.
9. Tell me about a time you made a mistake.
10. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
11. Tell me how you handled a difficult situation.
12. Why should we hire you?
13. Why are you looking for a new job?
14. How would you deal with an angry or irate customer?
15. Who are our competitors?
16. What is the name of our CEO?
17. What were your bosses' strengths/weaknesses?
18. Are you a leader or a follower?
19. What do you like the most and least about working in this industry?
20. What questions haven't I asked you?

Questions to Ask the Interviewer

The most effective questions to ask are ones that come from your employer research or show interest in the position or organization. Here are a few examples:

1. Can you describe the organizational structure of your company/agency/organization?
2. How does the area I would be working in fit into the overall organizational structure?
3. Can you describe the corporate culture or atmosphere of your company?
4. What kind of supervision and training do new employees receive?
5. How would you describe the ideal candidate for this job?
6. Is there anything that we haven't covered that you think is important to know about being successful in this position?