

Going to an interview?

Answering questions completely and appropriately can make or break the interview. By preparing for possible questions ahead of time, you'll sound more prepared, articulate and professional. Take some time to think about your responses to the following questions.

What are your long-range and short-range goals?

What non-career goals do you have?

What do you see yourself doing in five years?

How do you plan to achieve your career goals?

How do you expect to be rewarded in your career?

What are your greatest strengths?

What are your greatest weaknesses?

What qualifications do you feel you have for this position?

What do you think it takes to be successful in a company like ours?

What kinds of contributions do you feel you can make to our company?

Name two or three accomplishments that have given you the most satisfaction.

What major problem have you encountered and how did you deal with it?

What have you learned from your mistakes?

If you were hiring someone for this position, what qualities would you look for?

How do you perform under pressure?

Why did you decide to seek a position with our company?

What do you know about our company?

Are you willing to travel? Do you have geographical preference?

Why should I hire you for this position?

Which job are you applying for?

How did you hear about this job?

Why did you leave your last job?

What have you learned from the previous jobs you have held?

Why did you choose the career for which you are pursuing?

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Do you have any physical or emotional problems that would hinder you on this job?

How did you do in school (or recent training program)?

What are your salary requirements?

Tell me about yourself?

How do you spend your spare time?

How was your attendance record on your last job?

I see that you have been unemployed for some time. What have you been doing?