



# Free ebook: 75 interview questions an answers

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This ebook includes 75 interview questions and answers, secrets to win every job interview, job interview checklist, types of interview questions, interview thank you letters...

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## The content of this eBook consists of:

A – Ebook 75 interview questions and answers

The part A includes 8 ones:

- I. 12 secrets to win every job interview
- II. Job interview checklist
- III. Interview preparation
- IV. 13 types of job interview questions and how to face them
- V. 31 job interview tips
- VI. 75 interview questions and answers
- VII. Technical interview questions
- VIII. Employers interview questions
- IX. Interview thank you letters

B – Useful resources

C – How to get more support from 4career.net

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# A.Ebook: 75 interview questions and answers

## I. Top 12 Secrets to Acing a Job Interview

### 1. Interview preparation:

Preparation is a must-to-do thing if you want to succeed in doing anything. To prepare for a successful interview, you should refer to the Job Interview Checklist as stated in Section II below.

### 2. Interview practice:

Think about being a boss, CEO or manager someday or you have to apply for a new job again. In that case, interview skills shall become very important in your life.

So, how do you practice your interview?

**Way No.1:** You can ask a friend of yours to interview you. To take advantage of this way, you can tell your friend to imagine that they were recruiting candidates for similar positions like yours. Then, there should be many unexpected situations for you to experience and practice rather than relying only on available questions.

**Way No.2:** Expand your job standards (to seek for a simpler job or one that pays less, and so on). Then, you will see that there should be many more offers for an interview available to you. Through these interviews, you can gain more interview experience, and more importantly,

- You will know about business models of other companies;
- You will have opportunities to practice how to introduce and renew yourself with all of your skills and abilities.

For example, you are seeking for a HR manager assistant or HR deputy manager job, you can extend your application to such positions as HR coordinator, HR associate, HR clerk, HR staffs and so on, and the chance that the employer may find you to be suitable to the position of CEO assistant or HR deputy manager (though they do not intend to do so in the first place until they meet you) will be greater.

**Way No.3:** Using job interview services. For more info, please click here: [Job interview services](#).

### **3. Understanding interview process**

Each company adopts a different interview process and each interview round is intended for a certain purpose. You need to understand the goals of the employer for each round. It doesn't mean that you will succeed if you answer the questions professionally and fluently, but you need to put a focus on what the employer expects from you during an interview.

For more information about interview rounds, please [click here](#).

For more info about interview process, interview rounds, [click here](#).

### **4. Come early instead of on time**

Many experts will advise you to go to the interview early or at least 10 minutes earlier. I myself recommend that 30 minutes earlier should be reasonable. Why should you take up to 30 minutes?

- To find the address of the company;
- To complete check-in procedures;
- To find the location and office where the interview shall take place;
- To check your appearance before getting into the interview room
- To find out more about the company; many interviewers may ask you how the organization of their companies is, about the reception area, welcoming atmosphere, etc.

However, arriving early may also cause some pressure on you for having to wait. Please note that you shouldn't spend such waiting time revising your "lessons" or doing any work since there will be insufficient time and the pressure will become greater if you do so. You can take the time to prepare some stories or jokes that can help you keep cool and comfortable for the upcoming interview.

### **5. Potential and Loyal Customer in the Future:**

Can you believe that after all the hearing of problems and your knowledge of the company, its products and business fields, you can be employed immediately even if no interview question has been asked regarding professional aspects?

I have got 11 years of experience in conducting interviews for various positions, including less important and even CEO ones. I have observed that many bosses will readily make their employment decisions immediately after meeting the candidates as they believe that the ones that favor their products and services the most shall perform well, not to mention excellently. I myself totally believe in that notion. Certainly, this doesn't mean that the employers do not know anything about your professional qualification. They have tools and evaluation results to know for sure that at least you are able to perform the jobs. By this I mean the abilities but not the

excellence or fluency. I shall recommend you to become a loyal customer of a company first, know clearly about the strengths and weaknesses of its competitors, its current and future challenges, and so on, before applying for a job.

## **6. First impression:**

Remember the time when you met a new partner, a new friend or your new love... how did your first impression on them affect on your feeling?

It is clear that first impression play a crucial role in determining the success of an interview.

You can ref first impression checklist, please [click here](#).

## **7. Control nervousness**

Careful preparation is the best way to control your nervousness. Taking a slow, deep breath will also help you relax and feel more composed. Fill your lungs slowly from the bottom. Let your abdomen relax and puff out as you fill it with air. Breathing only with your chest will make you become tense. Nervousness is created from the feeling of being too focused on yourself. You may be worried about how you look, whether you sound intelligent or not, and how you are going to persuade the interviewer. And if you are still a bit nervous, that's okay. That bit should be enough for you to take on the upcoming challenge.

## **8. Showcase your knowledge and integrity/tell interviewers about your stories**

As long as the employers are desperate to find good candidates, most eligible employees who at least meet their minimum job requirements shall have good opportunities. HR personnel and some interviewers may not have an in-depth knowledge of every job in the company, however, they understand enough to know that a certain level of technical expertise is required. Don't try to fake it and convince the employers that you are someone that you are not. This tactic rarely works, and even if it did work, the fact that you don't know what you claimed you knew would soon be revealed once you were on the job.

For more information about how to tell your stories, please click links below:

- [Job interview stories technique](#).
- [STAR interview technique](#).



## **9. Learn traits/skills that all employers look for In every applicants**

Each job requires differently in aspects of knowledge and skills, however, according to [Robert Lawrence](#), there are 7 traits as mentioned below that play the most important role and that are sought after by any employer:

- Skillset
- Team player
- Attitude
- Professionalism
- Leadership
- Ethic
- Security

## **10. Problem Solving is the Most Important in an Interview.**

Problem solving is one common skill involved in any job. Whether you plan to work as a construction laborer or as a manager of a major corporation, all jobs will involve problems and only solving such problems may lead to your success. It is imperative that before entering the interview room, you should know how to approach and solve problems. All questions should be answered with this process in mind.

## **11. Close your sale**

Before leaving, you need to close the sale of your talents before the interviewers. It's no different than selling a product; you need to get a "yes" from the buyer. You should understand that a refusal is challenging, however, that doesn't necessarily mean a "no," but that the buyer is not ready to buy. Don't apologize for what you don't have. If you cannot persuade the interviewers, try to get from them a reason. Objections do not always means rejections, but you have to cause them to be open in order to respond effectively. It's always worth trying.

## **12. Follow up and thank-you note.**

Follow-up after an interview can help you create a lasting impression and differentiate you from the crowd.

Send both an email and a hard-copy thank-you note expressing your excitement, qualifications and further interest in the position. Invite the hiring manager to contact you for additional information. This is also an excellent time to send a strategic follow-up letter of interest.

When making a thank-you letter, you should pay attention to the following:

- Never try to correct your mistakes during the interview; the more you do so, the more negative they will feel about you.
- Don't send a normal thank-you letter like other candidates do. Instead, state your opinions and solutions that how you can contribute to the company.

## **II. Job interview checklist**

### **1. Before the Day of the Interview**

#### **a. Do Company Research:**

You can do a research about following matters:

- Industry standards: current trends, required skills, and career prospective
- Organization: main business lines, vision, mission, background, future plans and past achievements, competitors
- Job opportunity: job requirements, possible problems asked during an interview
- Interviewer: name, position, designation and department; research on the website or make a call and ask for such details
- Salary: travel expenses, living costs, acceptable range, acceptable salary offer for the positions

#### **b. Interview Questions:**

- You can follow the tips as suggested to answer interview questions. Try to be natural and remember not to memorize answers;
- You can write down your points before answering a questions so that you can refer to them at a later time;

#### **c. Mock-up Interview**

- You can ask a friend to have a mock-up interview with you to practice;
- Try to remain calm, confident and positive;

#### **d. Details of an Interview**

- Contact: you should find out about the names and contact numbers of the interviewers so that you can contact them in case of an emergency that makes you unable to attend the interview

- Confirmation: It is always a good idea to confirm the meeting schedule with the interviewers before the day of the interview

#### **e. Get to know the interview location**

- Location: You can go to the interview location before the interview day to make sure you know how to get there and be comfortable with the direction
- Parking area: Parking area should be known, too.
- Means of transport: You should schedule your means of transport, via public bus, train or taxi, etc.

#### **f. Get dressed**

- Choose your attire outfit in compliance with the standards of the organization, if you may know; you can ask the receptionist or someone in the organization about dressing standards.
- Keep your appearance tidy and clean; no mark, stain or tear
- Wearing stocks paired with shoes
- Take it easy and walk gently to the interview location
- Wear clean and non-flashy ties
- Always take a handkerchief / tissue with you and do not wear extravagant accessories
- Always prepare a back-up suit and attire for any sudden problem
- Taking umbrella is also a good point

#### **g. Emergency Fix-it Kit**

- Sewing kit and pin
- Comb, hair gel
- Breath mint
- Deodorant
- Extra cloth and panty
- Make-up

#### **h. Documents**

- Always take a copy of your resume with you
- Bring your academic transcript, mark-sheet (both originals and copies are acceptable)
- Certificates and academic diplomas should be taken, too.
- A few pens and small notebook

## **2. On the Day of the Interview**

#### **a. Before the interview**

- Clean and make up yourself, clear your dress
- Have a good sleep

- Have a good bath, brush your teeth and have a shave
- You can use deodorant, cologne or perfume, but remember not to overuse it
- Try not to smoke or drink any alcohol since it is very easy to cause a bad impression
- Be on time: punctuality is essential
- Arrive 10-15 mins earlier; contact if you may be late
- Go to the receptionist and ask for the meeting schedule; fill in forms, if any

#### **b. During the interview**

- Never chew gum or anything, do not play with your hands or dresses or hair
- Turn off or silent down your phone (vibrating mode should be justified if there is anything more important than the interview)
- Greet the interviewers with a smile and firm handshake
- Address the interviewers by proper titles (e.g. Ms. Potter, Dr. Smith); it is ok that you can ask how to address them
- Maintain your positiveness
- Keep a good eye contact
- Be attentive, nod showing “yes” and your understanding
- Impress the interviewers by selling your strong points
- Maintain your confidence
- Keep using affirmative words such as ‘I Have’, or ‘I can’
- Avoid using ‘Maybe’ or ‘I don’t’ or ‘I cannot’
- Avoid slang words or expression such as ‘uhh’ ‘you know...’
- Only sit down when you are invited

#### **3. Follow-up:**

- When the interview is over, send a written letter or email to thank the interviewer and take this opportunity to restate your strong points and interests and express your appreciation as well.
- After a week, contact the interviewers to ask for interview results

If you want to download job interview checklist (wordfile &/or excel file), please click here: [Job interview checklist](#).

### III. 13 types of job interview questions and how to face them:

#### Question style 1 - Screening Interview

Screening is commonly the first step in recruitment process of the company after application forms have been received. Its purpose is to assess generally the skills and qualification of potential candidates and select out those who lack necessary qualification or cannot meet job requirements. Only those candidates who have adequately met job requirements or have certain talents may pass this interview phase. This interview is normally short and the candidates are supposed to prove themselves in the briefest manner to qualify for the job.

#### 1. Methods of screening interview:

- Computer Screening Interview: A computer-based questionnaire shall be given to the candidates online (commonly known as IQ or EQ tests).
- Phone Screening Interview: If the candidates are far from the company, phone interview may be used instead. This method is also used in screening interview.
- Face-to-Face Screening Interview: a HR specialist shall conduct a small interview with a group of number of candidates.

#### 2. Tips in Taking Screening Interview:

- Make a good first impression.
- Maintain a smile under every situation. That shall help create a positive image of yours.
- Have proper manner especially while taking a phone screening interview.
- Think twice before answering.
- Be enthusiastic in your answer. If you are taking a phone interview, you don't have to pay attention to your body language, so focus on your tone only.
- Practice phone interviews with your friends or relatives.
- Keep a glass of water available as you may need it after speaking.
- Leave everything else for your phone interview. If you are busy talking with someone, you may leave it for later but you cannot miss the interview.
- Don't forget that a normal phone from the interviewers may still part of the process of recruiting.
- Keep your application form and recruitment announcement nearby so you may use it at any time.
- Prepare a pen and a sheet of paper with you to note down important information.
- If you liked this post, please share it to your friends:

#### Question style 2 - Phone Interview

Phone Interview is a useful method of pre-selecting or screening a number of candidates for a potential job. It helps narrow the candidate pool and selects out those who shall be invited to a

personal interview. Also, this method helps reduce the cost of interview as it reduces the number of candidates for a personal interview.

### **Phone interview tips**

- Know which zone gives you best comfort. Many people are well-performed in such a quite room; in contrast, the rest would rather pace around. If you are just interested in sitting still, the perfect choice for you is to be in a room freely from being bothered. In case walking and talking is your style, a prepared route should be put under careful considerations. This will be a help in ensuring that no outside noise or unwelcomed distractions such as sirens can appear. Make certain that the walk is totally fresh and leisure so that your breath maintains calm.
- Smile. Pessimistic or strained attitude can be easily revealed through a phone call. Before the interview, relax yourself with some minutes of listening to a favorite song or enjoying a funny video on YouTube. Being in a good mood is of great importance.
- Set call waiting in disable mode. In case you cannot disable call waiting, you must ignore if there is someone calling you.
- Be well-dressed. Facts have shown that if you look best dressed in at least business casual attire, it will create such a great difference in your capacity of concentrating on the interview. Putting on the appropriate clothes and having a serious approach to the call is a good way that makes your behavior become professional no matter how your surroundings are.
- If the call is made on a cell phone, ensure that it is not windy nearby. The noise of wind may avert you from clearly hearing the questions and the interviewers may find it much more difficult to get your answers.
- Chewing gum, cigarettes, food or other stuffs are not advised to be used. They can butt in vocal chords while the interview is in progress.
- Listen. If there is no visual communication during a personal interview, it will be very difficult to know what time is best to stop talking. If you are too nervous and your blood flows too fast, the mistake of over-saying is easily apparent. Be certain that you speak slowly and clearly. As soon as you have finished answering all the questions, feel fine with such probably inconvenient moment of silence. Accordingly, the interviewer can see that you are done, and then they will continue to ask. You should listen and be patient to wait for them, and afterwards, fulfill their wonders, and then proceed. It is advised that you note down some key points of each question.
- Stand up. A stretch of your body will help you relax with a full strength of your lungs. Accordingly, you can speak more accurately and powerfully.
- Practice makes perfect. In all cases, practicing before the real interview offers you better preparations for the popular interview questions. Do not forget to “act in practice as you will in the game”. You can see a big difference.
- If you wear earrings, they should be put off before the phone call. A lot of people get used to adjusting the phone’s headset while the call is on. It is likelihood that such earrings will rub up against the phone; an awful and bothering noise can be created for those who are now on the call.
- No speaker phone.

- Do not forget to ask for the names of your interviewers. And then, remember to give them a polite thank you.

For more information, please ref to: [Phone interview checklist](#).

### **Question style 3 - Stress interview**

Stress is a physical term indicating the impact of one subject on the other. Though it may sound rather strange, many experienced interviewers may often use this interview method. In a Stress Interview, a number of interviewers shall continuously by turn ask questions and cause pressure on the candidates to evaluate their ability to handle high pressure. Also, the goal of Stress Interview is to test the candidates' ability to work under a busy environment. Questions in a stress interview are commonly relating to multi-task project, overtime working or conflict handling at work.

#### **Stress interview tips**

##### **1. Stress Interview Process**

Stress Interview is normally performed as follows:

- The candidates are made to wait for a long time before the interview.
- The interviewers don't show certain manners to the candidates such as inviting them to sit or drink a glass of water.
- The interviewers keep a long silence before asking the candidates.
- The interviewers ask multiple of questions before the candidates can answer completely one.
- The interviewers may pretend not paying attention to the candidates and therefore, make them very stressful.
- The interviewers may criticize the candidates no matter they approve or disapprove.
- Behavior improperly during the interviews which may cause hard feelings for the candidates.

##### **2. Methods of Dealing with Stress Interview**

- Don't take personally for what you see. Think of this like a game of mind.
- Keep calm and don't get frustrated. This is an interview. There must be something going on.
- Answer clearly and don't change your answer.
- Maintain a smile on your face. Don't look so serious.
- Don't overreact for what you hear.
- Keep your head cool is the best way to deal with this high pressure.

## Question style 4 - Group Interview

Group Interview involves a group of number of interviewers asking a group of candidates. The purpose of this interview method is to select potential candidates for management positions or public positions (in which the candidates are required to communicate with publicity). Excellent candidates are gathered into groups of 8-10 people. After that, they will be asked to debate on certain topics raised by the interviewers. The interviewers shall observe and assess the candidates' ability to communicate, persuade and discuss with others. Also, the interviews may measure the candidates' ability of reasoning and cooperating with others.

### Groups interview tips

1. Be polite and generous with others. Try to break the ice with your interesting introduction to other candidates.
2. Listen to the interviewer's instructions carefully and analyze them well.
3. Actively and dynamically participate in the discussion. That is highly expected by the interviewers. Don't just stay there and listen as it may cost you the chance of getting the job.
4. Nevertheless, knowing to listen is important, too. You must know when to be a talker and when to be a listener. That's important.
5. Don't be stubborn and too much aggressive in your discussion. Be cooperative, stay calm and listen attentively. Those are requirements of a potential candidate.
6. Try to deal with conflict in an appropriate manner. There out to be disagreements in a discussion, certainly. The goal of the discussion is to debate on a common solution; however, only cooperation may be able to come to such a solution but not aggressiveness or arrogance.
7. Appreciate others' opinions and support others in narrating their ideas.
8. Constructive criticism is good in a debate; however, make your points so that they don't cause any offense.
9. Try to avoid any conflict or "quarrel" in a discussion. All of candidates are supposed to work in a team but not fight in a competition. So, try to lead the discussion to a positive outcome.
10. Make a list of constructive questions to ask in the discussion.
11. When you are required to answer questions by the interviewer, keep your answer short and complete.
12. Work as a team but also remember to make you individually outstanding.

## Question style 5 - Panel Interview

Panel Interview is a rather commonly used interview method. In such an interview, candidates shall be requested to answer questions of several interviewers who are employees of the company. These interviewers may ask the candidates to show their skills and qualifications or describe again the details in their resumes, nevertheless. In addition, the candidates may be asked to resolve a certain problematic situation raised by the panel. In such a panel interview, the interviewers seek to know how well a candidate can utilize his or her knowledge and skills in real-life situation.



## Panel interview tips

Below are some tips for you if you are going to take a Panel Interview:

1. Learn as much about the company and the job as possible; also, find information about the department you are applying to work in:

This information shall be greatly useful for you in answering possible questions raised by panel members. Also, it may get you closer to the panel as the interviewers shall be greatly impressed when they are interviewing such a candidate who has quite knowledge of their company and the job.

2. Practice answering possible questions; get used to the process of a Panel Interview:

You should try to get a hold of the process of a Panel interview, from introduction, answering question to ending the interview. You may consult your family members or friends who have experienced such an interview for advice. Make a list of possible questions raised by each of panel members and try answering them.

3. Bring additional paper with you to the Interview:

Remember to give to each of panel members a copy of your resume so that they may know about you and more importantly, pay attention to you before the interview. Maybe they have gotten a copy of your resume already, this way shall make them impressed as seeing how prepared you are.

4. Be Impressive with Your Introduction:

Welcome the interviewers with a kind handshake and a smile. Calling the interviewers by name is courtesy and friendlier.

5. Answer fully but not ramblingly:

Being detailed is good; however, too much irrelevant detail will be ramble and useless. For example, you can use information that you have researched about the company in your answer but don't go too much for telling about your experience in working for another company. Another way is to refer to your previous answer to avoid repeating anything you have mentioned.

6. Make sure your eye contact with the interviewers during the interview:

Keeping eye contact is very important. It shows confidence and honesty in your answers. When you start answering a question, make sure you look first at the interviewer who raises such question. When you are about to finish your answer, look at this interviewer again. Just be natural with this. Not everyone can do this without practicing though, so try your best.

7. Ask questions about the company, recruiting department or the job requirements:

Although you may have read the job description, you should make a question about what the job requires. Receiving answer from the interviewers shall be much more detailed than from a job description list. This makes the interview like a discussion between colleagues in the same company. Asking questions in an interview is always a good thing to do. It's for your own benefit and for the interviewers' benefits as well.

8. Finish your interview with a positive attitude:

Finishing a panel interview is just as important as when you start it. Leaving a good impression after you leave is always beneficial to you. Shake hand with each of the panel members and thank them for their attention and support. Remember to address them by their name which will be a more friendly way to do. State your willingness to learn more about the company and the job and keep your proper gesture until you have left the company.

### **Question style 6 - Lunch (Breakfast) Interview**

Don't let the meal take you off your track. This is still a business situation, an interview. So, behave properly with your table manner. Take advantage of the meal as a relaxed method but don't pay much attention on it.

1. Tips for Interviewers:

- A Lunch Interview is not much different from a normal one except that you have to behave more properly.
- Wear formal outfit to the Lunch Interview.
- The candidate is supposed to not drink while waiting for you.
- If you order an alcoholic drink, it should be proper if you invite the candidate to have the same.
- If you are ready to leave, you should be the first to say goodbye.
- The candidate is supposed to pay attention to you instead of his or her lunch.
- The candidate is supposed to send you a Thank-note after the meal.
- Prepare a list of questions and topics you may wish to raise in the interview. Remember that lunch interview is normally longer than regular ones. Therefore, don't let you run out of things to say.
- You have finished your meal doesn't mean that the interview is over.
- Politeness is very important, especially since you are the interviewer. Behave properly with others.
- Behave properly during the meal (don't eat and talk at the same time, don't smoke while eating, don't put your elbow on the table).

## 2. How To Order:

- Choose foods that do not require your hand to grab or similarity. Deliciousness of the meal is not what a Lunch Meal focuses on but the behavior and interview questions. So, don't order something that is too delicious. Also, don't order something consisting of onion or garlic.
- The candidate is supposed to order food of similar price as you order. If you invite him or her to make order first, he or she is supposed to order food of average price.

## Question style 7 - Behavioral Interview

Behavioral Interview is the kind of interview of which the goal is to identify whether the candidates have suitable skills for the job. In such an interview, the interviewers shall not ask what you will do, but instead, what you did. They want to know how you handled certain circumstances that you have experienced in the past and based on your answer, they will evaluate how well you handle such circumstances in the future.

STAR is short for a procedure, in which:

- S = Situation: describe the situation.
- T = Task: identify the goals you wish to achieve.
- A = Action: determine the action you should perform to reach such goals.
- R = Result: what is the result you expect?

Behavioral interview tips

- Have you prepared carefully before a Behavioral Interview. Read the job description carefully and your profile as well. Identify which qualifications, abilities or skills of yours should be most suitable to the job.
- Prepare a list of questions that may be asked in a Behavioral Interview after considering job description. Also, prepare answers to such questions.
- The interviewer may want to know about your behavior in certain situations (guess which situations it may be) or your past experience in working which may influence on the performance of current job. Emphasize on your abilities or skills which help you resolve problems in the past or help improve your performance.
- Be coherent in your stories. Begin with a brief introduction to the problem. Then, talk about your action, and the result of your action. Finally, summarize your approach and solution.
- The interviewer may wish to debate on certain problems during your working experience. It is because he or she is seeking your abilities to perform the duties for which they are recruiting. He or she wants to know how you take over a new challenge and how you can resolve new problems.
- If you are applying for the first time, and certainly you don't have much working experience to talk about, you may demonstrate your problems at university or some college projects or events you participated in. Don't be too nervous if you don't have

much working experience. The Interviewer simply wants to know your behavior under certain circumstances only.

- Answer as sincerely as possible. Don't lie as if you are discovered, it shall be very a very bad situation.
- There may be some argumentative questions. And to deal with them, firstly, you have to stay calm and think of them carefully. Make your points clearly and confidently. Don't be much worried about lose. The point here is that you are confident with your approaches.
- The interviewer doesn't expect you can handle every situation. If he or she raises one which you were unable to resolve, explain its result and why you couldn't deal with it. Tell him or her which you have learn from such failure.
- Remembering everything at moment of the interviewer asking the questions is nearly impossible. So, the most important tip is that you have get yourself prepared carefully before the Behavioral Interview.

### **Question style 8 - Case Interview or Situational Interview**

Case Interview is a method of interviewing which is more suitable for consulting firms or financial firms. The candidate is asked to resolve a problem, a situation or a conflict at work that might have occurred or may occurred in future in relation to the job.

#### Case Interview Tips

For a candidate to perform well in a case interview, he or she should following the tips below:

- Take notes during the case. You may need these notes to answer questions of the interviewer.
- Consider the situational questions carefully.
- You may raise questions to the interviewer – nevertheless, you should only ask to know more clearly or more detailed about the situation.
- Make a plan of thinking with assumptions before answering the questions. Real case scenario needs a careful resolving plan.
- Think twice before answering.
- Structure your answer logically and coherently.
- Lead the interviewers by your assumptions and explanations.
- Don't be too nervous. Be calm and stay professional. Then start talking with the interviewer.
- Remember that case interview is your opportunity to observe and be able to solve a real experience business of the company which you are applying in. So try your best.

### **Question style 9 - One-on-One Interview**

In a One-on-One interview, you will participate directly in an interview with one interviewer (normally who shall determine you are qualified or not). You will come to this round after passing a panel or group interview... and your abilities and skills have been proved qualifying.

And now, you have to face with one interviewer who will ask you very specific about the job and yourself. To survive this interview, not only you need to demonstrate your abilities and skills again but also you have to know how to develop a friendly relation with the interviewer.

### **Question style 10 - Follow-up Interviews**

In some cases, the number of applicants in a job may reach thousands which means recruitment process has such a hard job to do. In such cases, there may be a lot of “Screening” interviews to reduce the number of candidates and you will have to pass these follow-up interviews to be a potential candidate. There may be different interviewers as well. Remember that patience plays a crucial role in these interviews.

### **Question style 11 - Final Selection Interview**

There is always a final decision-maker during a recruitment process who will decide if you are employed or not. Normally, in the third interview phase, you will be met with this person. He or she shall personally interview you with very strict questions. Only a few can manage to this final interview with this person. Pass this and you get the job. Lose it, you may lose the job, too; however, you will still be in the list of potential candidates. Patience, Politeness, Professional and Friendliness are the keys to succeed in this phase. The employer may ask other people about you, even the receptionist any each member of the interview panel. Just keep your head cool facing this VIP and you will get your desired job.

### **Question style 12 - Informational Interview**

This type of interview is more like a meeting between a candidate and the interviewer to provide more information about the job and the company to the candidate. Job-seekers shall be the ones who “interview” the employers and the employers shall provide information about the job as asked. The candidates may present their skills and qualifications to the employers and ask if those are qualified for the job while the employers may note down anyone whose qualification is remarkable.

### **Question style 13 - Structured Interview**

Normally, Screening Interview is combined with another technique which is called structured interview. Due to time limits, in structure interview, copies of a questionnaire shall be given to all the applicants and require them to fill in. Questions may be about specific duties of the job, information about the company or the industry. Nevertheless, the answer shall then be recollected and compared with others to select out those most outstanding.

## IV. 31 job interview tips

### Before day of the Interview

1. Find out about which type of interview it is, how many interviewers and candidates there are, it is a formal interview or informal one.
2. Find out which qualification the interviewers expect, training courses, applying procedures, etc.
3. Be careful with your certificates. The interviewers may ask why you take a certain training course or what you have learn from such course.
4. As interviewers may ask you to elaborate on certain issues, you may want to read some articles about such issues.
5. Ask a friend or relative of yours to help you practice answering an interview.
6. Speak with those candidates who have participated in the interviews; ask for their comments and tips.
7. Prepare a list of things you want to say in the interview.
8. There may be questions about normal life of yours in the interview (for example, why did you choose this university?) Be prepared for that.
9. Prepare a list of questions you may ask the interviewers (for example, about their training programs and how you apply for such programs).
10. Arrive early and avoid rush hours. Get to know the road to the interviewing building before.

### On the day of the Interview

11. Have a sleep well. Prepare your stuff ready and don't drink or stay up late the night before the interview.
12. Arrive 15-10 minutes earlier. Avoid going during rush hours or on crowded streets. Take a look around the university and talk to other candidates there.
13. If there is a problem, contact the university to rearrange your appointment.
14. Dress properly.
15. Turn off your mobile. Distraction or interruption is unforgivable mistakes during an interview.

## **During the Interview**

16. Pay attention to your body language: look straight, keep eye contacts, and smile.
17. Demonstrate your enthusiasm and passion for the course. Make the interviewers impressed by that.
18. Think carefully before answering any question. Don't rush. Select and determine which the most suitable answer to give is.
19. Don't hesitate to ask the interviewers to repeat the questions again or give more details about the questions.
20. Try to answer the questions completely. Don't waste time just making your answer long without useful information.
21. Don't lie. It is an unforgivable act to lie in applying into a university. The interviewers have many ways to find out if you are lying or not. So, if you don't know the answer, just be frank and tell them that.
22. Listen attentively and don't interrupt others while they are speaking. Not only it is a bad manner to do, it is unforgivable if you do so in an interview. Just wait for them ending their questions then answer.
23. Ask questions: you shall be required to make some questions. This is the time you make advantage of the list of questions you have prepared earlier. Show the interviewers that you have researched a lot about their university and that you are a very enthusiastic person.
24. Be relaxed. Don't overstress yourself. A comfortable mind shall generate a good outcome.
25. Be yourself. Don't pretend to be somebody else. The interviewers want to know the real you, the potential candidate they may accept in.

## **After the Interview**

26. Again, be relaxed. Don't feel too much pressure as you have been asked many strict questions that you are unable to answer well. That's one the goals of the Interviewers – to see if you can handle well under pressure.
27. Take advantage of being at the university. Spend time talking to other students or lecturers if possible. Wander around and take a good look at the university.
28. Think positively. Think of what you have learn from this experience. Don't stress yourself with the idea of winning or losing.
29. Note down your answers. These may be useful later if the interviewers wish to confirm any answer with you as they forget or wish to discuss more.

30. Discuss your interview with others. You may receive very helpful advice from an outsider who, like the interviewers, may tell if you answer properly or not.

31. Don't worry too much if you didn't perform well in the interview. There are always a whole lot of things to do. Enjoy yourself.

## V. 75 interview questions and answers

### **Question 1: Tell me about yourself?**

Steps to answer this interview question

#### **Step 1: Give a brief introduction about yourself:**

For example: My name is Peter. I graduated from XYZ University with bachelor degree in Sales. After 5 years working as a Sales Manager, I have well experienced in training, mentoring and motivating other sales personnel to achieve the goals of the Company.

#### **Step 2: Give a brief summary of your experience in your latest positions:**

Give a summary of 2-3 latest companies that you have worked for and companies that have helped you succeed with your new jobs.

For example: recently, I have worked for ABC Company as Sales Manager for North-East Region. With my skills from training courses, I developed many sales campaigns which contributed much to the development of new customers and maintenance of current customer base. After 6 months, my sales force and I did regain the company's market and promote the sales revenue up by 37%.

#### **Step 3: Connect your ability to the employer's requirements:**

Never assume that the employer will by himself be able to connect all of your abilities to the job requirements.

#### **Step 4: Make a concerning question:**

With a concerning question, it will help you gain "control" of the interview. You may reduce the stress of the interview with such questions.

For example: I would like to know the strong points of your company's current Sales force.



## Some tips in answering:

- Records/references: when giving information about yourself, remember to provide records/references as well;
- Don't make up the information: your information will be kept as records for a long time when you are employed. Also, the employer has many ways to checking whether your information provided are correct or not. Therefore, give the most faithful information as possible;
- Practice: to answer well an interview question, you can practice with your friends or do it by yourself in a private room. Be sure that your answer is brief and within 3 minutes;
- Keep information brief and relevant: Try making your answers more and more concise; Try to give much information in as short time as possible;
- Eliminate irrelevant and unnecessary information.

## Question 2: What are your biggest strengths?

This question will help polishing your qualification to the requirements of the employer.

### 1. Steps to answer this question:

a) Identify which you are good at:

- Knowledge;
- Experience;
- Skills;
- Abilities.

b) Prepare a list of your strong points:

c) Review the recruitment requirements:

You should review carefully the recruitment requirements to know for sure which requirements are the most important to the employer.

d) Make a list of your strong points in your resume/cover letter:

List and describe your strong points in your resume and cover letter orderly.

You should make descriptions to those points in your resume.

e) Prepare persuasive answers to the question of the employer about strong points:

You do not only state your strong points to the employer but must also provide evidence for them by references or records attached with your application form.

## **2. Strong points that the employer may concern about:**

- Great communication skills;
- Ability to adapt to the change in company culture;
- Ability to solve problems flexibility;
- Hard-working;
- Ability to learn from failure;
- Group work spirit.

Other useful source: [List of job strengths](#) .

## **Question 3: Why did you leave your last job?**

1. Some sample answers to the interview question: “Why are you leaving your last job?”

- There is no opportunity to promote in my current job and I’m ready to face a new challenge;
- I have worked there for 04 years with much experience and skills. I want to be promoted but the Company do not offer me that opportunity;
- The company has cut down with its focus on the business line my job is responsible for;
- My family transferred to another region, or, my current workplace is too far away from my home;
- My old company often paid late and had inadequate compensation policy.

## **2. You should avoid answers that:**

- Speak ill of your old boss, colleague, etc.;
- They punished me many times for...
- I did not complete my job.

Reference source related: [Leaving job reasons](#).

## **Question 4: What are your career goals?**

1. The reasons of this question:

This question will test your ability and ambition to develop yourself as well as the ability to plan for the future.

2. Levels of career goals:

- You are not sure about your goals, then answer: I'm rather busy with my duties and goals of the Company; as a result, I haven't focused much on my long-term personal goals.
- You have goals not or very little relating to the current job: For example, you are applying for a sales manager, but your career goal is to become the head of marketing department in the next 5 years.
- Current job oriented career goals: For example, you are working as a sales manager, you goal is to become the area sales manager in the next 2 years and in the next 5 years, you will be the regional sales manager.

### 3. "Career goals" tips:

a) You can state some of your goals as following:

- Study for an MBA certificate or other degrees...
- Become specialist in the sector...
- Get to the title of XYZ something.

Note that long-term goals must be set for the next 3-5 years.

b) When you have identified your goals, you need to answer the following questions:

- Are those goals suitable to the job you are currently applying for?
- Are those goals helpful to your current job?
- Are those goals helpful to the development of your current job in the next 3-5 years?

c) How to achieve those goals?

- Identify what you have to do to achieve your goals?
- In the next 6 months, 1 year, 2 years, what will you do?

Reference source related: [Career goals list](#).

### **Question 5: Why do you want to work here?**

This is a very simple question, but in order to give a suitable answer to the recruitment position, you must know how to answer. You need to know about the company you are willing to work for and read their job description. When you are asked this question, tell them that working for XXX will be a challenging and beneficial experience to you.

#### **1. Some ways of answering:**

Normally, a candidate may answer in such ways as following:

- I don't know;

- Because I like the job and like other employees in the company; or
- The job is quite a challenge to you which will help improve your development.

## 2. Some sample answers:

- I have heard that XXX is currently the company with the best training & development policy. This is really a good chance for me to develop my career.
- XXX is the number one in ABC industry which I have long been studying and aiming for. I hope with my ability and the opportunity to work here, I will be able to make a breakthrough in ABC area.
- This is a new industry in XYZ region. I am researching on this industry and aiming to be a leading specialist in the sector. Therefore, I would like to have an opportunity to develop my career as expected as this opportunity.

## Question 6: What is your greatest weakness?

### 1. Ways to answer:

a) **First way:** Turning your strong point into weak point.

For example: I am a perfectionist and therefore, I rarely believe in anyone who can work as well as me. As a result, I am afraid to delegate important tasks to others. This approach has a weak side as that if you are not clever, you will cause the employer to believe that you are cheating him.

b) **Second way:** Solving your weakness absolutely.

A better approach is that you state one point which was once your weakness, but you have done well to resolve it.

For example: I tended to be a perfectionist, therefore I didn't like to delegate to others. But I have found out that in order to develop the organization, everyone in the organization must be experienced with many tasks and this is very good for an efficient team work.

### 2. Steps to answer:

- You need to show it through your attitude and voice: It is really your weakness. And, you may also state some situations how much that weakness has caused you difficulties.
- Give your solution to resolve that weakness, partly or wholly.
- Solutions to a weakness may be training, mentoring, etc

### 3. Interview Tips for “weakness” question:

- This is a common question in any interview, so don't try to avoid answering it.
- Never mentioning a weakness that relates to a crucial requirement of the job.
- Don't try to make up a weakness.
- Don't say you have no weakness. No one is perfect, therefore, you shouldn't say you have no weakness.

### **Question 7: What do co-workers say about you?**

#### 1. Sample 1.

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

#### 2. Sample 2

My co-workers always admit that I am good team player by providing suitable advices at the right time. They also add that I have a balance between good stress and bad stress.

#### 3. Sample 3

I am a highly respected professional amongst my co-workers and client group, a team player, humourous – can turn the worst seniorio into a fun learning session, dedicated, organized and efficient and trusted individual.

#### 4. Sample 4

Both my friends and coworkers would say that I'm reliable, because of the fact that I'm the one that everyone calls. Whenever any of my friends have a problem I'm the friend they know will give them an honest answer, or be there to help them with whatever needs to be done.

### **Question 8: Are you applying for other jobs?**

#### **1. Tips for this questions**

- 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.
- Let you concentration be on this very organization or job position and try to elaborate on how you plans are going to affect the organization.

- Make sure you did not deviate from this question as people always digress to other irrelevant stuffs.
- Focus on the organization, anything outside the company a distraction.

## 2. Sample answers

Of course, I am. I am looking for the best place to apply my abilities, and so far this place looks excellent.

### Question 9: What do you know about our 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?

#### Sample answers:

- A good organization with perfect management. I heard that in this organization i can gain knowledge and good atmosphere.
- If its for a good renowned company then its better to go through the company website and know what's the company profile and what's their achievements/successes and branches & other details.
- According to me this is one of the best company. It has a good Environment, We feel good working in companies, which has good growth in the IT Industries. This Organization has all the qualities like good growth, good Environment, maintaining a best level in the IT Industries, etc.

### Question 10: What kind of salary are you looking for?

#### Tips for this question:

A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, That's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job.

#### Answer samples

- Sir, salary is very secondary. What matters is you are providing me (given i clear this interview) with the kind of work I have always wanted to do and the kind of work environment too.

- I am looking for the kind of salary that I can not only live on, but enjoy life with as well. I don't want to be the person who works just to pay bills and have hardly anything left for myself. I don't know about anyone else, but when I look for a job, it has to meet my needs both mentally and money-wise or I don't take the job.

### **Question 11: How long would you expect to work for us if hired?**

#### **Some tips for this question:**

- It is not right to be specific; else you are giving them the impression that you are not going to stay if hired.
- Specifics here are not good. Something like this should work: I'd like it to be a long time. Or As long as we both feel I'm doing a good job.

#### **Sample answers**

- I'd like it to be here a long time; as much as you permit me and believe that I am doing a good job to remain in your company.\
- I worked for my previous employer ... years. That demonstrates my loyalty. So, as long as the work is challenging, and I will have growth and training potential, I will be happy to work here.
- First of all I pity you for hiring me, I will rob you blind, eat all the almonds and pee in the punch bowl any chance I get. So the answer to your question is, until you catch on.

### **Question 12: Do you know anyone who works for us?**

#### **Answer tips:**

Be aware of the policy on relatives working for the organization. This can affect your answer even though they asked about friends not relatives. Be careful to mention a friend only if they have good records in the company.

#### **Other interview tips**

- Determine trends that is happening in your industry and how to face/solve them.
- Attributes/traits/abilities related to this job and how to get them.
- Review job specs, job description in job ads for this position and try to think how to prove your capabilities.
- Research the employer profile thoroughly, the aims of their recruitment and what are your task/roles.

### **Question 13: Why should we hire you?**

For one, the interview question “give us reasons to hire you”, “why should we employ you” or “what can you bring to our company” is something that differentiates the best candidates from the other good candidates.

This question deals with your ability to sell yourself. Think of yourself as the product. Why should the customer buy?

#### **Tips to answer:**

- One of the best ways to answer this question is to make a short list of all your advantages and create a paragraph that would point out the positive aspects that you would bring to the new job position.
- One of the points that you can raise is the similarity of the job profile you are aiming for at the company to the job profile you enjoyed in your previous job.
- You can also draw the interviewer’s attention to your key skills and strengths, namely – quick learning, excellent communication skills, etc.
- In addition, your professional ambitions should be made clear – the motivation and dedication that you have for the profession and the opening position.

#### **Answer samples**

##### **1. Weak answers:**

- “I am a hard worker.” — This is a really trite answer — almost anyone can say he or she is a hard worker.
- “Because I need a job.” — This answer is about YOU — “they” want to know what you can do for “them.”
- “I saw your ad and could do the job.” — This answers lacks passion and purpose.

##### **2. Stronger answers:**

- “Because I have what it takes to fill the requirements of this job – solve customer problems using my excellent customer service skills.”
- “Because I have three years experience working with customers in a very similar environment.”
- “Because I have the experience and expertise in the area of customer support that is required in this position.”
- Because I sincerely believe that I’m the best person for the job. I realize that there are many other college students who have the ability to do this job. I also have that ability. But I also bring an additional quality that makes me the very best person for the job—my attitude for excellence. Not just giving lip service to excellence but putting every part of myself into achieving it. In \_\_\_\_\_ and \_\_\_\_\_ I have consistently reached for becoming the very best I can become by doing the following . . .



## Question 14: What Is Your Dream Job?

How would you describe your dream job in 10 words or less

What Is Your Dream Job

### Answer tips

- Stay away from a specific job. You cannot win.
- If you say the job you are contending for is it, you strain credibility.
- If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired.
- There should be a good relation between each employee so that there will not be any hindrance in work or in the performance making of the organization, when the teamwork is good there will be profit making and a good name for the Company.

### Answer samples

- The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.
- The Job where I can start my work as soon as I sit in my chair and serve the needs of all the employees in an organization.

## Question 15: What are you looking for in a job?

### Answer Tips

In this questions, they want to know what motivates you. Be careful not to let the panel think the only reason you want the job is because it is more pay or better benefits – if this is your reason you will probably not get the job!

The answer will depend on where you are in your career. If you are new, then you want to gain more experience and learn a wide variety of things. If you have a lot of previous experience, you might want to find something challenging and more opportunities for growth.

### List of reasons

You can refer some reasons as follows:

- General working conditions,
- More openness between “boss” and employees,
- More money? Bigger organization?
- Are you looking to move up a high level?
- Develop certain skills,

- Are you looking for a certain atmosphere or organizational philosophy?
- How important is location?
- Teamwork, team lead, managerial position (delegating work – organizational duties), solitary work.
- Exciting work vs. routine work.
- Salary, benefits, traveling, turnover rates (for salesperson).
- Work hours (flexible vs fixed hours).
- Less formality.

### **Answer samples**

You can begin your answer with this question: Tell me, Mr./Ms. Interviewer, what is a typical career path at company for someone with my skills and experience?

What is important to you? Two things are very important to me. One is my professionalism at work; the second is my family life.

### **Answer samples:**

- I want to gain experience in many areas of accounting. I want a position where things are not routine and where many of my accounting skills are utilized.
- In my next job, I want more opportunities to write automation. In my previous position, we didn't have these opportunities because we outsourced this work to other groups.

### **Question 16: Are you willing to work overtime? Nights? Weekends?**

#### **Answer samples**

- I already do work overtime. I love my job and when a project deadline is coming up, everyone has to pull together to finish it – even if that means investing our beloved weekends...
- I do understand that it will occasionally be necessary in software industry to work overtime. Generally I feel that the work can be completed on time if we work sincerely and utilize the work hours. However I have no problem in working overtime if the project deadlines are very tight and requires me to work hard.
- I am very responsible person ,and I have definite plan and I go according to that in a systematic way, so in case I am behind schedule I will surely work overnight and make sure i complete it in time.
- It depends on the responsibilities on your shoulder. if I have to complete a task then I can work overnight and weekends..... after that I will be happy that I have completed my job on time.
- I can normally work in a few nights or weekends of overtime through the month if required to meet some deadlines. I hope projects are scoped and scheduled in such a way that overtime and nights are not a common requirement.

**Question 17: What experience do you have in this field? or Do you have any actual work experience?**

**Answer tips**

- 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.
- If you are being asked this question from your employer then you can explain your experience. Tell the employer what responsibilities you were performing during your job. You can tell what programs you developed and what modules you worked on. What were your achievements regarding different programs.

**Answer sample**

I have been working with computers since 2001. I also have a degree in network support/computer repair. I have built my last 3 computers, have work with Dell as an employee. So I have around 15 years experience working with computers.

**Question 18: Do you consider yourself successful?**

**Answer tips**

Always answer yes but follow with a brief explanation. You must convey exactly why you consider yourself to be successful: an example would be because you are goal-oriented—you have reached certain goals while still pursuing others. 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.

**Answer samples**

“Yes. Because I have proven successful in all that I have ventured. That doesn’t mean I haven’t had my fair share of struggles or mistakes, but in the end, I retain the skills and life experiences to overcome distractions and accomplish goals. I know if given the chance, I will prove successful in all the responsibilities entitled to this position.”

**Question 19: What have you done to improve your knowledge in the last year?**

**Answer tips**

- 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.
- Employers look for applicants who are goal-oriented. Show a desire for continuous learning by listing hobbies non-work related. Regardless of what hobbies you choose to showcase, remember that the goal is to prove self-sufficiency, time management, and motivation.

### **Answer samples**

- Every should learn from his mistake. I always try to consult my mistakes with my kith and kin especially with elderly and experienced person.
- I enrolled myself into a course useful for the next version of our current project. I attended seminars on personal development and managerial skills improvement.

### **Question 20: Describe your work ethic?**

#### **Answer tips**

Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your work are good.

Use examples and briefly describe your working habits. Ask yourself these questions to help you formulate your answer: Do you tackle a number of projects at once? How long does it take to complete them? Are you organized?

#### **Answer samples**

- I'm very honest when it comes to my work. There no way that I misled a customer ever. I'm very thorough and I never cut corners.
- My work ethic is strong. I believe in being at work on time and completing each task that's assigned to me. I am a hard worker and it shows through my work.

### **Question 21: Are you a team player?**

#### **Answer tips**

The answer is YES. This is an open-ended question, given so you may talk about your teamwork skills.

Teamwork skills include listening, discussing, questioning, persuading, respecting, helping, sharing, participating, and ability to utilize all communication channels. Offer one of two short 1-2 minute examples.

## Answer samples

If you are asked the question whether you prefer to work independently or as a team, here is the best way to answer it:

- “I have worked in teams and independently as well. Some jobs match and require a teamwork effort while others fit an individual work. project is completed in a timely and efficient manner.
- While working independently, I realized that I was the complete owner of the project (i.e. one man project) and therefore considered this responsibility as an incentive/bonus. Though, I did get the company support and interacted very often with other key employees, the way I worked helped to ensure quick project implementation as well as finding efficient solution for any calculated risks. Therefore, I have had very good experiences working in a team as well as working independently. “
- “I am a great team player because I work hard to become knowledgeable in the field of my interest, and I also love to pass on my learning’s’. I don’t believe in relaying blame as it is a easy-way out. One of the teamwork aspects I enjoy is a good open discussion and giving likewise feedback and suggestions. I believe a successful team depends on the responsibilities that each and every member takes on, not just the ‘natural’ leader who emerges. Everyone brings something to the plate.”

## Question 22: Have you ever had to fire anyone? How did you feel about that?

### Answer tips

Be sensitive upon answering this subject matter. The key is always to stay empathic but acknowledging the management duties that comes with higher up responsibilities and the team aspect of this decision.

You want the interviewer to know that in the event, you will be prepared to fire someone if it is the right thing to do. You will protect the company from any individual who creates a disruptive situation.

### Answer samples

When I was administrator at a large educational institution in the NY it was my job, among other things, to hire and fire. Believe me, it was harder to hire than to fire. There was always cause for firing, and usually I was glad to get rid of those who I fired. Hiring, however, was difficult. I had to choose between so many good, qualified candidates, and I never knew which one was really the right choice.

### **Question 23: What is your philosophy towards work?**

#### **Answer tips**

The interviewer is not looking for a long or flowery dissertation here.

Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Short and positive, showing a benefit to the organization.

#### **Answer samples**

- My philosophy about work is that the situation be fair for both the employer and employee. I believe a very fair wage is needed for the employee so they are productive. If one is underpaid then they will, in turn, do as little as they can for the employer and both loose.
- FULL, COMPLETE WORK that I will be proud to be responsible for. I dislike it when someone's half-effort work causes delays and confusion. Or people who don't take responsibility in the mistakes on their part. I think if everyone did their duties well and complete, there wouldn't be any unnecessary time spent cleaning up messes or playing blame-games.

### **Question 24: If you had enough money to retire right now, would you?**

#### **Answer tips**

Be honest and answer yes if you would or No if you will not but since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

You also have to be careful too, your yes answer may pass a different message which might make them see you as an opportunist.

#### **Answer samples**

I would not retire because I would not have the opportunities to be as involved as I am right now. It depends on your definition of what enough money is... if I had 70 million I would consider another line of work but if it was only 2 or 3 million I would definitely keep working.

### **Question 25: Have you ever been asked to leave a position?**

#### **Answer tips**

If you have not, say no. If you have, be honest, brief and avoid saying negative things about the people or organization involved.

If you have, you need to address it openly and honestly. Reference checks done by the employer will uncover this information. Focus on how you have grown from the experience.

### **Question 26: Explain how you would be an asset to this organization?**

#### **Answer tips**

- You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship.
- Every organization wants to grow better and me also wants to make my carrier a great success and that if i could join here then i could get chances to explore my ideas for the growth of your reputed organization with my professional knowledge and experience i am having till now...
- The best way to approach this question is to restate your strengths and emphasize the different ways they can be applied to the job being discussed.

#### **Answer samples**

- I'll make sure that the company will be benefit from my skills that I obtained from my previous job. I'll add to this my good qualities such as integrity to work, persistence, and most of all my dedication to work.
- You can answer as "The capabilities I have in my field can be very useful for the improvement of quality in my department giving the overall benefit to the company."

### **Question 27: Tell me about a suggestion you have made?**

#### **Answer tips**

Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

This is a behavioral question that is exploring your initiative. You need to think about a situation when you came up with an improvement or change to an existing system or work process.

### **Question 28: Why do you think you would do well at this job?**

#### **Answers samples**

Give several reasons and include skills, experience and interest.

- I am a person that learn quickly and perform better under pressure, am a very good team player that motivate others in other to achieve the company's common goals.
- Will do well in this job because I already have previous experience in the similar field. so I will use my previous experience in this job and I am interested in learning new things and enhance my skills.
- I believe I will do well in this job because I have the relevant skills and experience. I also have the drive, interest and determination to make a real success of this role.

### **Question 29: What irritates you about co-workers?**

#### **Answer tips**

- This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.
- Stay professional. Speaking ill of anyone or spilling dirty secrets never gains trust. Speaking negative only shows a flaw in your character, not theirs. Let all bitter resentment die and answer with a generalized truth.

#### **Answer samples**

- If co-worker starts gossiping during work hours will irritate me and also if he doesn't completes the work given by me.
- "I believe it is of utmost importance to stay professional, especially in the work environment. We all have differences in opinion, but nothing as adults we can't discuss and come to an amicable agreement".

### **Question 30: What is more important to you: the money or the work?**

#### **General tips**

Money is always important, but the work is the most important. There is no better answer.



## **Answer samples**

- Money and work both are like siblings. But I believe when you work hard; money will flow to you. So work is more important than money. Only hard work can help you put another feather in your success cap.
- I believe they are equally important to our well-being. Certainly both. Even though Work is Worship money makes livelihood. Work follows money and money follows work. So, without existence of one another we can't be achievable. However I can adjust for money up to some extent if the work is really challenging and doing which gives me job satisfaction.

## **Question 31: What kind of person would you refuse to work with?**

### **Answer tips**

There is nothing like NOT able to work with. Organizations are made of teams; therefore one team member may be a notch slower than other members of the team. It is the responsibility of "other" team mates to help the slow team mate to match-up.

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

Well I am a person who can work with all kinds of people. However I feel bit uncomfortable to work with persons of selfish and ingratitude in nature.

## **Question 32: What would your previous supervisor say your strongest point is?**

### **Answer samples**

There are numerous good possibilities: Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver.

## **Question 33: Tell me about a problem you had with a supervisor?**

### **Answer tips**

Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well below the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

### **Answer sample**

My supervisor was not too keen on taking an initiative or implement new ways in solving a problem. He believed in anarchy system and always consulted his boss rather than going to him with an idea or being helpful in reaching towards a solution.

### **Question 34: Tell me about your ability to work under pressure?**

#### **Answer tips**

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

Mention pressures you face on the daily, such as dealing with deadlines on a regular basis.

Try not to use an example where you created the pressure yourself, by waiting too long to start something, or by handling a task irresponsibly at the beginning. For example, working under pressure to meet a customer's deadline could be a good example, but not if you had waited too long to start the project.

#### **Answer samples**

“Pressure is actually a catalyst to my work. When there is an imperative deadline, I refocus my energy into my work which in fact, has helped me to produce some of my best works. (Give examples) I guess you can say I thrive under pressure.”

### **Question 35: Explain what has disappointed you most about a previous job?**

#### **Answer tips**

- No matter the response, don't get too negative. Possible answers: not enough of a challenge, not given enough responsibilities for your qualifications, unable to continue developing skills in environment, etc.
- Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

#### **Answer samples**

- I disappointed about a job which is not consisting enough challenges , monotonous in nature and innovativeness of job is minimal.

- When I do the targeted work and involved my self to in depth of the work and still my boss is not appreciate or recognize my ability then I frusted and disappoint .
- Lack of challenge. How many hours I have to commit. I focused on pay and benefits when I took my job. I didn't fully realize how much time is our greatest and only asset. I would definitely consider this if ever looking for another one.
- I felt that my previous company seldom cohesively brought all the employees to recognize our common goal. Perhaps it was the lack of communication at meetings, or lack of non-work related projects for the larger community as a whole, but I always thought it would have been great to add that 'community' component to the workplace.

### **Question 36: What motivates you to do your best on the job?**

#### **Answer tips**

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition

For any person motivation is the main factor which should make him work in an efficient manner.

And that motivation could be done my some rewards for doing good job, some encouragements etc. Moreover an employees good work must be acknowledged by his employer, which would definately boost him to work more harder to get more acknowledgements.

#### **Answer samples**

- I was motivated both by the challenge of finishing the projects on time and by managing the teams that achieved our goals.
- I want to be successful in my job, both for my own personal satisfaction and for my employer.
- I've always felt that it's important, both to me personally, and for the company and the clients, to provide a positive customer experience.

### **Question 37: Do your skills match this job or another job more closely?**

#### **Answer tips**

Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.

This suppose to be a 'Yes answer' however, you should not be too straight about your answer.

Do not give those suspicious impression that you may want another job position you feel is better than the one you have applied for.

**Question 38: How would you know you were successful on this job?**

**Answer tips**

Several ways are good measures: You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful.

**Answer sample**

I m sure that I were successful in the because any job offered in your company is my dream and I can do any thing for my dreams. another way I am like to do this from my heart not for money. so.....

**Question 39: Would you be willing to relocate if required?**

**Answer tips**

You should be clear on this with your family prior to the interview if you think there is a chance it may come up.

Do not say yes just to get the job if the real answer is no.

This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

**Question 40: Are you willing to put the interests of the organization ahead of your own?**

**Answer tips**

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

You should be honest. If you're not sure of what they mean, ask for a specific example. Like, you might be willing to work on weekends even if it means missing out on one of your favorite pastimes; however, you might not be willing to lie to customers in order to make a sale.

**Answer samples**

You should yes.

Yes but in return I would expect the organization to take care of my needs as an individual.

#### **Question 41: Describe your management style?**

##### **Answer tips**

Try to avoid labels.

Some of the more common labels, like progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to.

The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

##### **Answer samples**

1. **I believe in personal accountability.** If you make a mistake, own up, learn and move on.
2. **I believe in making mistakes.** No one should be afraid to make a mistake. If you are going to fail, then fail fast.
3. **I believe in results.** I measure people on results not activity. Activity without impact is poison to me.
4. **I believe in treating people like professionals.** From the start I believe in giving and expecting trust. You don't have to earn trust when you join the team. You receive it automatically and keep it unless you do something to lose it.
5. **I believe in delegating responsibility and authority.** I want to give each person the chance to grown and reach for the stars, not be hobbled by low expectations or some ceiling I've put into place.
6. **I believe in building a team.** Each member of the team should be clear on their role, know where they fit in and feel they can depend on and lean upon others in the team to achieve group goals.
7. **I believe in adapting my management style to the needs of the employee.** Some people need a very directive approach, some just need goals and the freedom to achieve them.
8. **I believe in real-time feedback.** If you do something wrong you should know it immediately. If you do something right, you should hear about it right away. The further removed feedback is in time, the less effective it is.

9. **I believe in continuous improvement.** On a daily and weekly basis we look at what went right, what went wrong, what needs to be tuned to improve effectiveness.

**Question 42: What have you learned from mistakes on the job?**

**Answer tips**

Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing coordination off.

Everyone makes mistakes, of course, but some companies are more willing to learn from them than punish those involved.

You've learned that when you do make mistakes, someone is usually disappointed in the choice you made, but you have to figure it out for yourself, they might help you decide what 's right and what 'ss wrong, but you'll be the decider on which you choose. You've learned that people do care about you, and to not do it again if you don't want to.

**Answer samples**

Every one makes mistakes but only few people can realize there mistakes and they don't want to repeat those mistakes again..... I am the one in those few people, I don't want to repeat the mistakes which had done by me in my job/work.

**Question 43: Do you have any blind spots?**

**Answer tips**

Trick question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of concern here. Let them do their own discovery on your bad points. Do not hand it to them.

Don't be too specific of your actual weakness.. But instead try to bring out that you are very team oriented.

**Answer samples**

- I would say everyone has blind spots and i would too. And that is why I believe in teamwork because when you are a team you can point out other people's blind spots and they will do the same for you.

- Everyone has blind spots and I would too. And that is why I believe in teamwork because when you are a team you can point out other people's blind spots and they will do the same for you.

**Question 44: If you were hiring a person for this job, what would you look for?**

**Answer tips**

Be careful to mention traits that are needed and that you have.

That can be: Qualification, attitude, team spirit, sincerity, and spirit.

Answer sample: I would look for good communication skill and for great dedication towards job and responsibility to work in under pressure also.

**Other interview tips**

- Determine trends that is happening in your industry and how to face/solve them.
- Attributes/traits/abilities related to this job and how to get them.
- Review job specs, job description in job ads for this position and try to think how to prove your capabilities.
- Research the employer profile thoroughly, the aims of their recruitment and what are your task/roles.

**Question 45: Do you think you are overqualified for this position?**

**Answer tips**

Regardless of your qualifications, state that you are very well qualified for the position.

Answer sample: No. It is not like that. I am sure I am the perfect candidate for this post. You are taking my interview which also indicates that I am the suitable candidate.

**Other interview tips**

- Determine trends that is happening in your industry and how to face/solve them.
- Attributes/traits/abilities related to this job and how to get them.
- Review job specs, job description in job ads for this position and try to think how to prove your capabilities.
- Research the employer profile thoroughly, the aims of their recruitment and what are your task/roles.

### **Question 46: How do you propose to compensate for your lack of experience?**

#### **Answer tips**

First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you are a hard working quick learner.

#### **Answer samples**

- I am a clean slate, I do not have any bad habits to add to the organization. As you can see, I am also a quick learner [insert example from the past here].
- I know that a lot of companies in this industry require years of experience. But there are benefits to being fresh. I am very passionate about what I do. Everything is new to me, so I am that much more excited to learn everything. Experienced people, even though they're probably successful, are not as willing to change. In fact, I don't think they're as passionate about the job, because everything is normal to them.

### **Question 47: What qualities do you look for in a boss?**

#### **Answer tips**

Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards.

All bosses think they have these traits.

#### **Answer samples**

Following is the few qualities but not limited to, that I would look for in a Boss:

- Treat me with respect, dignity and equally.
- Have a honest and open communication with me.
- Recognize me for my efforts and the value I provide to the company.
- He has a proper quality to guide his/her employee. He has decision taking tendency and can control his team & team members. He has capacity to lead the team according to circumstances.



**Question 48: Tell me about a time when you helped resolve a dispute between others.**

**Answer tips**

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

**Question 49: What position do you prefer on a team working on a project?**

**Answer tips**

Be honest. If you are comfortable in different roles, point that out.

That sort of depends on the job you are going for, but for the most part be honest without being negative towards what you don't prefer to do.

Try to learn as much as you can about the job. What does it involve on a day-to-day basis and how much will you need to work independently as opposed to collaborating with others?

**Answer samples**

- Honestly, I hope, but you can hedge a little: "I like to work with a group, but have a part of the project that is my personal responsibility." Of course, if you are applying for a position as a lighthouse keeper, you definitely prefer to work alone. If you are going to Antarctica, you definitely want to be a team player.
- Honestly with my personality, I prefer being in charge of team projects. Only because I know I would be most likely the only person who can get the job done right.

**Question 50: What has been your biggest professional disappointment?**

**Answer tips**

Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.

That I did not go back for further education when I was younger and had the chance. It could have made a big difference in my career. I was too complacent at the time and burned out on more "schooling".

**Other interview tips**

- Determine trends that is happening in your industry and how to face/solve them.
- Attributes/traits/abilities related to this job and how to get them.
- Review job specs, job description in job ads for this position and try to think how to prove your capabilities.
- Research the employer profile thoroughly, the aims of their recruitment and what are your task/roles.

**Question 51: Tell me about the most fun you have had on the job.**

This is one of common job interview questions.

**Answer tips**

- Talk about having fun by accomplishing something for the organization.
- Try to talk about events related to your tasks/job.
- Trying to show it makes you happy on the workplace.
- Trying to show people that you are a sense of humor.

**Question 52: What are the most difficult decisions to make?**

This is one of the most typical behavioral questions in an interview. With this question, the interviewer is planning to examine your behaviors under a problem and how you handle it. You may answer as sincerely as you wish, but there is one tip that you should notice: what you did in the past is not the indication of how you will behave in the future. The key is learning.

First, you address the difficult situation you were in and describe it. Then, tell the interviewer how you did resolve it (or acted under such situation). Remember to keep a positive tone (for example, when you talked about those who had made mistakes) and be specific about details of your solution. Finally, tell the interviewer of what you have learn from such experience.

You may even scan your memory for many problems and consider them as challenges and how you resolved them in a professional manner. But eventually, don't forget to tell the interviewer what you have learn from all of those.

**Question 53: Give some examples of teamwork?**

Following are some sample answers to this question:

- In my last job when I was a member of a software development team, I worked very well with my teammates and developed successfully software A, which was a very sales-success at that time. Then, I was assigned to a training team specializing in training the

clients about how to operate the software and such. Our team performance received much acknowledgement from the clients.

- In one occasion, I was assigned to evaluate and choose the right vendor for a contracting package. At that time, I had to work closely with many departments and parties including market research department, customer relationship department, the vendors, clients and authorities. I even directed a team to perform related tasks. I did the job quite well and selected the qualified vendor for the package.
- During my high school, I participated in many clubs such as soccer team, marching band, etc. which trained me very well about teamwork skills. I believe teamwork is something very valuable to a company. It not only helps with developing individual performance, but also makes more contribution to the organization in general.

#### **Question 54: Do you prefer to work Independently or on a team?**

##### **Answer tips/answer samples:**

You should pay special attention to this question if your potential employer is one that requires much teamwork such as those working in sales & marketing areas.

##### **Best answer:**

- I can work well both individually and in a team. I believe your company is recruiting just exact candidates as I have read from the job descriptions, there are some duties that require teamwork while others require individual skills to complete. Therefore, I totally believe that I can do the job well.
- During my high school, I played for a soccer team, where I have built up my teamwork skills very well. I applied those in my part-time works and it turned quite exceptionally well. Therefore, I think I am more of a team player than an individual. I had performed many projects in the past where I worked with many teams, and I believe, my performance in the future will be very impressive.

#### **Question 55: How would you describe your work style?**

This is the chance for you to impress the interviewer if such a question like this is asked. Work style is important to every firm and you may expect this question in the interview. So, remember to check this out as it will do you nothing bad but good. Impressing the interviewer by your skills and competencies, and look at these samples answer below for reference:

- When I work, I focus all my attention to the work. Thanks to that, I am able to complete my work very quickly and effectively.

- I am very careful. I keep records of my work all the time so that I can check the performance every time and avoid repeating something. And even more, I can check for mistakes and make corrective actions as necessary.
- I am an organizing person. I can organize my work very effectively. That's why my record has proven my efficiency in dealing with multi-tasks.
- Individually, I am always on the top of the best performance. However, to achieve that position, I work very closely with my colleagues and cooperate well with my team members. That's given me much advantages in dealing with tasks.

### **Question 56: Describe a typical work week?**

When an interviewer asks you about your previous job, he may raise such a question as "please describe a typical work week of yours". Hearing the answer and the interviewer may have an overview about you and your performance at work. So, it is very useful to look at this question beforehand if you have stated some related experience in your CV as to the current job.

First thing to remember is you have to prepare the answer before so that there is no non-related activities included in your answer. You may talk about what happened with your behavior or skills at work, such as the times when you were late due to some reasons or how well you communicated with other employees in the former company, how much you focused on the work, and so on. But don't mention anything technically such as how you process an order, supervise a work.... If such is not related to your current application job.

### **Question 57: How Will Your Greatest Strength Help You Perform?**

#### **Answer tips/answer samples:**

It is good to look at sample interview questions about your greatest strength while preparing for an interview and work out the most suitable and effective answers for you beforehand. Following the below sample answers will greatly help you with that.

#### **Sample answers:**

- I can effectively work with many people, learn from them and share my ideas with them. We communicate very well in a team. I think, that's the greatest strength of mine.
- I am a very attentive person. During working, I work very hard and focus all my skills and attention to the work, which in turn results in a very high performance. That's my greatest strength.
- I think my greatest strength is my focus at work. When I am working, I spend all my attention to the work and am never distracted by anything, even personal matters.

- I think organizational skill is my greatest strength. Thank to it, I am able to handle multi-tasks at the same time and double the productivity of my work.

**Question 58: Describe a time when your workload was heavy?**

Following are some sample answers to this question:

- During the time while I was still working for HKL factory. The factory received a special order of a huge number of j-ball bearings. That was quite a sudden increase in quantity that we had to manufacture in a short period of time. However, as the client was a new but very potential one and we couldn't afford to lose this one, we had sit down together, me, the production supervisor, the supply manager, and labor union representatives. In several days, we had developed an ultimate plan to maximize the productivity, utilize to the max the supply of materials, and keep the workers working for a moderate number of hours. Under such a pressure, but all of us agreed to cooperate very closely to complete the order.
- I remembered when I was still working for ABC company, the time when it was planning to take over another company. there was much work to do, dealing with internal workforce, workforce of the acquired company, cultural differences, maintaining the relationship with clients. That was quite a stressful situation, however, we managed to get over it very successfully.

**Question 59: How will you achieve your goals?**

Basing on this question the interviewer wants to know how you plan on achieving your goals for the future and what you are going to accomplish. In order to respond to it you could see examples of good responses included:

- I have intention to acquire additional skills by taking part in relevant class to the job and keeping my involvement with various professional associations.
- I see myself that FFA Corporation is going to offer in-house training for employees and I would prefer to attend related classes to enhance my skills.
- Taking participation in conferences, seminars, meetings and upholding my education will be effective ways to continue my professional development.

**Question 60: What can you contribute to the company?**

This is a special interview question used to discover how you would contribute to the company if you are hired. The interviewer would like to know how much your capacity is.

Giving concrete examples of what you have gained in the past job will be the best way for responding to this question. By this way, you should show the interviewer that you are looking forward to undertaking this position with the best effort.

You also give description of specific examples of how effective you have been in your other positions, what you done to achieve your goals. How did you utilize your abilities for the company's goals? Have you had necessary skills to do the job the company is hiring for, and are you confident to say that you absolutely meet new job challenges waiting you? You have to prove these. In addition to your contribution description, do not forget to talk about the depth and breadth of related experience that you have.

### **Sample answers**

- I am hard-working worker with achievement of accumulated experience to undertake tasks efficiently.
- I am confident that I will contribute my skills and abilities to growth of the company.
- I have solid experience and comprehensive knowledge to fulfill the whole of tasks that I will be responsible for.

### **Question 61: What challenges are you looking for?**

The employer asks candidates this typical question for the purpose of determining what they are looking for next job and whether they would match the position being hired for or not.

As a candidate, which way would you choose to respond to this question? The best way to answer questions about the challenges you are seeking may be to how you will facilitate your skills and experience to wait for and welcome upcoming challenges next job.

In addition, you need to demonstrate your motivation, enthusiasm and willingness to confront with the challenges. The abilities, flexibility and skills are crucial for you to effectively meet and handle a challenge job.

Besides, you should tell the employer about specific experience of facing challenges and handling them in the past.

### **Question 62: Who was your best boss?**

#### **Answer tips/answer samples:**

The interviewer wants to know that whether you blame or judge badly about your previous boss by asking the question "Who was your best boss and who was the worst?"

#### **Best Answer**

- Each boss that I worked for taught me a good lesson. What to do from the advice of good ones and what not to do from the challenging ones.
- From the beginning of my job, a mentor assisted me a lot, and now we still keep in touch. Truly speaking, I have learned something from each boss that I have worked for.

**Question 63: Have you ever had difficulty working with a manager?**

Review sample answer to the interview question “Have you ever had difficulty working with a manager?” Be careful when talking about your previous managers. You don’t want to come across as difficult, and you want to express any of your previous experiences in the most positive way.

- I had an unsmooth beginning with a manager, because we didn’t have the same thought for the flow of the workday. When we discussed about it, we recognized that our targets fitted each other, and we were able to cooperate successfully together for many years.
- I have realized that if I spend my time discussing with my manager at the beginning of the project, we could make it easily go through every challenge.
- I am able to say that I have rarely had a trouble with anyone. I try to find out the common between us and then adapt with everyone’s different personality.

**Question 64: What were your starting and final levels of compensation?**

Interviewers want to know about the details of candidates’ compensation history. Be pleased to show the interviewer about the amount that you earned at each of your previous positions.

Ensure that the amount that you show the interviewer is exact with the amount in your job application. Prepare carefully your compensation in advance before entering an interview, so basing on it you can describe it in detail and exact. Do not bring the exaggeration and magnification to your earnings. Before offering you a job, the interviewer will probably check and approve your salary history. The difference between your report and the reference which the interviewer took time to check could kick you out of the job.

Prepare a perfect job application by downloading a sample as a reference. Fulfill the sample application and review it before joining the interview.

**Question 65: How do you deal with conflict?**

As everyone knows, conflict is a common issue at workplace. It occurs in every organization now and then. An employee cannot perform his duties well all the time if he is unable to deal

with the smallest conflict at work. What about you? Do you have the necessary skills to deal with the most basic conflict at work? Do you avoid it or face it? what do you think are the best techniques to deal with conflicts at any time?

You should know that there are various types of conflict at work. It may be a small disagreement between two colleagues, or a total misunderstanding of the boss, or a frustration caused by other's behavior. In this question, you should first state a conflict at your level, choose an example and adopt your skills in resolving such conflict. Then demonstrate how you do it to the interviewer.

### **Question 66: How would you tackle the first 90 days?**

With this question, the interview purports to examine your attention to the job for the initial period, how you learn about the process and appreciate the values of the organization. Another question that you should consider together with this is that "how do you think about your job?" which is more direct and more challenging.

It is a common belief when new candidates will talk about how they review the company's regulations and rules for the first months in answering this question. However, it should be a wiser way to address specific details of the job itself, such as challenges, potential development opportunities... also, it is better to assure with the interviewer about your potential abilities that shall contribute to the company. Tell him that you want to work in a team, to take over more responsibilities, to contribute your best efforts. That's much better than just saying, for example, "I spend the first three months adapting to new environment, learning the procedures...." But remember, unless you are asked to do so, don't suggest any initiative or give any suggestion. Your knowledge of the company is not solid enough for you to do such a thing and for the interviewer to consider such a thing in an interview.

### **Question 67: Tell me about a time you faced an ethical dilemma?**

In this question, you have to demonstrate your high ethical standards and honesty personality. Telling that you haven't met any ethical issue is not a good way to deal with this question. In fact, people always face with the problem of ethic sometimes in their life. For example, when you discovered a wrongdoing, or a fraud by anyone, any violation of regulations, any cheating or any lie, all are ethical to you. So, don't avoid this question.

At work, ethical problems are frequent, subject to your knowledge of them, though. An accountant makes a wrong statement, a security fails to comply with the procedures, a director fails to delegate, or a colleague makes some personal gain by cutting corners on a project. In answering this question, you may mention the problem, but don't mention the name of the person or else it may generate negative feelings. You should be flexible in dealing with the problem: some may require immediate action to stop, but as for others, you may act gently and resolve the problem in peace.



## **Question 68: What did you like or dislike about your previous job?**

Answer tips/answer samples:

Do not be too negative when answering the question about your dislike of your previous job. Surely you do not want the interviewer to think that they will receive the same negative comments about the new position or the company from you when you leave it, in case you are offered this job. It is helpful when you talk about yourself and what you will do in the new position.

Sample answer

I was in the harmony with the people I worked with. They are very friendly and funny and I loved to go to the company every morning. The leadership team was very perfect as well. They comprehended all of their juniors even the first name and tried to connect those individuals. And I also liked the fact that the office was familiar to do community further with the local organization.

The reason that makes me quit is that my previous company does not have enough challenges for me. Being a new company in the working world, the company gave me a great chance for a perfect position, however, after working there for many years, I realized that I had no chance to use all of my ability because there were not many challenges and there was no space for advancement in the company. I used to enjoy working there and I contributed my skills for the company, but I realized that my abilities could develop better at another place where can understand deeply my ability and there are more opportunities to go further.

## **Question 69: What was the biggest accomplishment in this position?**

Your interviewer will want to know about what you performed and what you could not complete in your present or previous position.

The best answer is to show an example of any duties that you perfectly completed and it is suitable with the position that you are applying for. Check your resume and the job posting. Find the closest common and use it to express that what you perform will bring benefit to the company which you are applying for.

If you wrote a targeted cover letter, remember to add information related to the duties that you did to make your answer perfect when you apply for a job. For example, if you are applying for a position in a school, where you will have to register students, tell the interviewer how you controlled student registration for courses, designed and managed registration software, and handled customer issues.

If you didn't have any mistakes, remember to mention about that. If you want to give an example, ensure that it is a good one and take it to the positive side. For example, if you were making a project that was out of deadline, tell the interviewer how you drove the workload and the timeline to get back on track and on-time of schedule.

**Question 70: What negative thing would your last boss say about you?**

This question is about your weaknesses. In fact, it is a very hard question for a candidate to answer as it is very difficult to be honest with oneself and say out loud about negative comments on himself.

The method here is to approach the weaknesses, or particularly the comments on those weaknesses, in a positive manner. For example, your weaknesses are working too hard, or tend to perfection at work... those, in fact, are strengths, but negative sometimes, and that “sometimes” should be included in the examples following your answer.

For example: “My old boss told me I was such a workaholic. But I didn’t think that was a weakness, though there was sometimes it caused me quite a ruckus when I took over too many tasks at the same time. Anyway, I have learn since then the skill to delegate and cooperate with others to complete the job more effectively.

**Question 71: Give me an example of a time when you had to think out of the box?**

The interview is expecting to see if you are a man of initiative, innovation and dynamism or not. You are supposed to not only demonstrate your creative idea, but also describe how you came up with that idea, and how that idea helped your success. But remember, not every idea is suitable in answering this question. You should screen your memory for an example of idea which may be useful to the current job so as to prove to the interviewer that you are totally able to think of something for the new job.

**Question 72: Tell me about your proudest achievement?**

This is one of the most common questions that you may have the chance to face with during an interview. The proudest achievement may determine your standards of success and willingness to develop with your career. So remember to tell the interviewer a great story.

You are being asked to demonstrate a past experience of yours which you value the most. So, it is proper to tell the interviewer about an important project, for example, that you have performed in the past, with success and much value. Tell about your role in such a project, how you performed, and how was the success. Tell about your feelings, how you felt proud of such a success, and how you valued such success as your most rewarding experience.

**Question 73: Tell me about a project you worked on that required heavy analytical thinking?**

This is one of those behavioral interview questions about your competency.

The best way for an interviewer to examine if the potential candidate possesses the right analytical mind for the job is to consider a real example stated by the candidate and raise question. Not only the interviewer is able to hear a situation that the candidate dealt with his analytical skills, he is also able to witness the demonstration of such skills by the candidate himself by answering those questions raised by him. As a candidate, you should be double-careful with this type of question.

Related questions to this interview question may be: what formal and informal analysis did you do? How did you scan the situation? How did you do to overcome such obstacles? What did you think is the best lesson from such experience.

### **Question 74: Tell me about a time when you failed?**

#### **Answer tips/answer samples:**

It is certainly that anyone fails sometime, especially at work. For example, fail to comply with the regulations, fail to meet the deadline, fail to persuade others, fail to meet the goals....What matters more is what you learn from such failure, and the interviewer is planning to investigate that.

There are various reasons to failure: objective or subjective, a fraud, a wrong action, an omission or a lack of capacity...you don't need to be too cautious about these, as if you learn from your failure, then there is nothing to worry about.

In answering this question, first, state a situation when you fail to do something (It is better if the reason is not your subjective intention). Then state how you realized that and dealt with that. And finally, how you learn from that.

### **Question 75: Do you have any questions for me?**

#### **Answer tips**

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? What type of projects will I be able to assist on?

The best approach is to ask an open-ended question that will generate further conversation and allow an exchange of ideas to take place. Open-ended questions generally begin with "who", "why", "how", or "when".

Avoid questions that can be answered with a straightforward "yes" or "no". Closed-ended questions typically start with:

- Is
- Does
- Did
- Would
- Has

### **List of interview questions**

1. What does the company value the most, and how can my work further these values?
2. What kinds of processes are in place to help me work collaboratively?
3. What can I do to homogenize and build team spirit?
4. Do team members usually eat lunch together, or do they eat at their desks?
5. What's the most important thing I can do to help within the first 90 days of my employment?
6. Do you have any concerns about my ability to perform this job?
7. When top performers leave the company, why do they leave and where do they usually go?
8. What's the organization and structure of my team? Am I going to be a mentor or will I be mentored?
9. In your opinion, what are my strongest assets and possible weaknesses? Do you have any concerns regarding my suitability that I need to clear up in order to be the top candidate?

### **VII. Technical interview questions**

There are two types of technical interview questions:

- Field general technical questions;
- Position-specific technical questions.

For example: If you are applying for a position of sale assistant:

- Field general technical questions shall be sale interview ones;
- Position-specific technical questions shall be sale assistance interview ones.

You can search for keywords on Google to know more about this.

Below is a number of tips for field general and position-specific technical questions that a candidate may be asked:

## 1. Field General Interview Questions (specify the fields)

Field Name: XXX

- Please tell me about current trends in the XXX field in 2013?
- Please tell me about technical standards currently applied to the XXX field and how do you apply them in your job?
- What is the application of ISO 9002 in the XXX field?
- Which are application tools in the XXX field?
- How experienced are you in the XXX field?
- What have you done to improve your knowledge in the XXX field for the last year?
- What are common risks existing in the XXX field? How do you do to deal with them?
- What are methods of monitoring that are applied in the XXX field?
- Tell me about the application of ISO 9001 in XXX field?
- For what reasons did you choose to apply for a job in the XXX field?

## 2. Position-specific interview questions

For example, sale assistant:

- What are the duties/ responsibilities/ tasks of a sale assistant?
- In which procedure do you perform your tasks?
- Are there any common risks related to your job? how do you deal with them?
- What are the forms you usually work with in doing your job? How and when do you use them?
- Which kinds of report are you required submitting to your manager every week? What is the main content of each report?
- Please tell me about the application of ISO 9001 standard in your work? how do you do to improve ISO 9001 regulations?
- Do you know about KPI or BSC? How do you apply them in your work?
- Search your field glossary and answer the question: “What is....?” For each definition.
- Why do you think you would perform well as a sale assistant?
- How can you know if you will be successful as a sale assistant?
- Do you think that you are overqualified for a sale assistant position?
- What have you learned from your last jobs in connection with sale assistant position?
- Why did you choose to apply for a sales assistant position?
- How to monitor each task/function of a sale assistant?
- Which are the top 3 skills for a sale assistant?
- How to measure job performance for your position as a sale assistant?
- Which qualifications have you got for a sale assistant?
- What is the latest skill that you have learned that may be related to sale assistant position?

## VIII. Employer interview questions

If you are looking for jobs with Google, you can search google.com with the keyword: Google interview questions.

If you cannot do that, the common questions below can help you (Employer: XYZ Group)

- If you work for XYZ Group, what would you do?
- Why should XYZ Group hire you?
- Do you know anyone that works for XYZ Group?
- Why do you want to work for XYZ Group?
- How could your past experience be the foundation for your success in this job?
- What can you do for XYZ Group that other candidates can't?
- What do you know about XYZ Group?
- What can you do for this company?
- Explain how you would be an asset to XYZ Group?
- Please tell me about some products/services of XYZ Group that are distributed in the market? What do you like/dislike about them?

## IX. Interview thank you letters

Interview Thank You Letter is a simple but very effective tool if you are applying for a job. However, there is not many candidates knowing how to write this type of letter when applying for a job and more rarefy for any candidate to write it in a professional way.

An Interview Thank You Letter is another opportunity for you to prove that you are the suitable candidate for the job.

### 1. Benefits of Interview thank you letter

Besides, Interview Thank You Letter has also got many other benefits, including:

- It is a summary of your abilities and skills which you have demonstrated in the interview before.
- An Interview Thank You Letter is a brief explanation to why you are such a valuable candidate for the company.
- This Letter will be very useful in demonstrating that you are fit to the job with your abilities, skills, experience and trait.
- The Letter is also the proof that you are enthusiastic about the job.

- A professional Interview Thank You Letter indicates that you are a confident and dynamic person (these two traits are highly praised by the employers).

## 2. When to Write an Interview Thank You Letter?

You should write an Interview Thank You Letter:

- After an interview (see Interview Follow-up / Thank-You Letters).
- When the employer contacts you by phone or e-mail.
- When you request some information from the company and received their reply consisting of such information.
- After you have visited the company when being invited to by the employers.
- When you want to establish a relationship with or simply say thanks to the employers.

## 3. Interview thank letter samples

### a. Sample 1: Interview Thank You Letter Outline

Your Address  
City, State Zip Code  
Today's Date

#### Interviewer's Name

Title  
Organization  
Street Address  
City, State Zip Code

**Dear (Mr., Mrs., Ms., Dr.) Interviewer Name:**

**Paragraph I:** Say thanks to the employers/interviewers for their help in the interview. Say that you appreciate their attention in you. Remember to give a brief about the job, date and time of the interview to remind the employers/interviewers.

**Paragraph II:** State your interest in the job and your wish to work for the company. You may state what you have done since the interview as well but keep it short (such deeds as doing research on the company, talking with other employees or finding about the job).

**Paragraph III:** State your willingness to supply with any information referring to what you have told them in the interview and otherwise. You may add more important details if you have forgotten to mention before. But make it short. Remember to end the letter politely.

Sincerely,

Full Signature  
Typed Name

### **b. Sample 2: Phone interview thank you letter**

It is important to write a Thank You Letter after you have been interviewed on the phone. This is not only a good manner thing to do but also very helpful for your chance of getting the job offer. If the interviewers feel appreciated by you, they shall remember you better and may help you with your application. Make sure that you have presented in your Thank You Letter your interest in and enthusiasm about the job. You also should make noticeable your strong points in this Letter. Remember that sending this Letter as soon as possible. According to recruitment experts, 24 hours after the phone interview should be the best time to send an interview thank you letter.

#### **Here is a sample of an Interview Thank You Letter after a phone interview:**

Your Address  
City, State Zip Code  
Today's Date

#### **Interviewer's Name**

Title  
Organization  
Street Address  
City, State Zip Code

#### **Dear (Mr., Mrs., Ms., Dr.) Interviewer Name:**

"I would like to thank you very much for your call yesterday in relevant to Software Engineer Job in XYZ Company. As you have required, I would like to enclose here my resume sent to you for review.

I have much experience in working in full phases of software design process including Requirement Identification, Prototyping, Proof of Concept, Design, Interface Implementation, Testing, and Maintenance. I am very good at designing financial software as I was once a leader of a 3-software-researcher team two years ago.

I would very appreciate if I will have an opportunity to participate in a personal interview to further discuss about my qualification. You may call me through the number 797-8865345 and we can arrange a suitable meeting time to your most convenience. I look forward to hearing from you soon. Thank You Very Much for your Time and Attention!"

Sincerely,  
Full Signature  
Typed Name



**c. Sample 3: Follow-up interview thank you letter**

Interview Thank-You Letter is a good follow-up action to do after an interview. Below are some samples of Interview Thank You Letter:

Your Address  
City, State Zip Code  
Today's Date

**Interviewer's Name**  
Title  
Organization  
Street Address  
City, State Zip Code

**Dear (Mr., Mrs., Ms., Dr.) Interviewer Name:**

"I would like to thank you for the opportunity to work for your company which you addressed one the call yesterday.

I am confident that I have enough experience and qualification for this job with which I believe I will be able to perform this job excellently and contribute much to your company. I would be very appreciated if I have a second chance of discussing this matter with you again in another interview.

I am looking forward to hearing from you soon and I am very eager to be able to be a part of your company and contribute my ability to its success.

Sincerely,  
Full Signature  
Typed Name

## B. Useful resources:

### I. Ebook: The Ultimate Guide to Job Interview Answers - version 2012

For more information and payment process, please [click here](#).

I have just bought an eBook: *The Ultimate Guide to Job Interview Answers* by Bob Firestone, and found that there are some great contents here that I want to share with you:

#### 1. How can you know what the employer needs from you (pg.5-7)

As set out from pages 5-7 of the eBook, the most important factors that a hiring manager shall always expect from the candidates are listed down, including:



- Courage / Persuasion:
- Beliefs / Ethics:
- Commitment:
- Work Orientation / Stamina:
- Interpersonal Skills / Charm:
- Discipline:
- Competitiveness:

Also, from page 94 to 96, this eBook also shares some opinions on *The 7 essential patterns of behavior for success*, including:

- Vision.
- Goals.
- Action plan. Think hard
- Team work.
- Creativity.
- Professionalism.
- Honest effort and hard work

So, what are characters that an employer will expect from his candidates? This depends on his organizational culture, job description, business strategy, and so on. You need to research

carefully about the employer and the job as well as refer to many relevant opinions on Facebook, LinkedIn, recruiter blog, and so on.

## **1. Making the employer believe and get interested in interviewing you by telling your stories (pages 11-15)**

“Write down six to eight example situations from your past experience where you demonstrated desirable behaviors and skills that employers look for. What was the Situation? What Action did you take? What was the Result? Add as much detail as possible. Edit and rewrite your examples. This is your Arsenal! Take the time to make it strong. You want to get hired, don't you?”

In the abstract, the book describes how you propose situations to prove your qualifications as to meet requirements of the employer.

One of the most important techniques is STAR Interview Technique (behavioral interview). This is also the interview technique applied by most of hiring managers. I would recommend that you should prepare a job description sheet (consisting of 3-10 key tasks), and for each task, you should mention 3 situations or examples. In addition, you can select the three most typical situations to prove your most important skills for the job.

## **2. Interview don't : page 16 -18**

From page 16 to page 18, the author shares the most common errors made during an interview (Interview Don't) and also the solutions to deal with them. Here are some typical errors during an interview.

- Don't take your accomplishments for granted.
- Don't be too modest.
- Don't be constrained by official job descriptions.
- Never volunteer any negative information about yourself.
- Don't criticize your former boss or employer.
- Don't ever lie. Don't be dishonest in an interview.
- Don't inquire about salary, vacations, or other benefits until after you've received an offer, or when you are close to the offer stage.
- ALWAYS ASK FOR WHAT YOU WANT, or you won't get it.
- Don't feel pressured to answer every question.
- Besides these bullet points, just use common sense.

### 3. List of all interview questions (page 18-75)

In this guide section, there are over 80 questions for you to refer to with about 177 sample professional convincing phrases that are useful for any type of jobs. Here are some examples:

#### Give me an example of a problem you faced on the job, and tell me how you solved it?

**STRATEGY:** This is a problem solving question that tests your critical thinking skills. This is a great question for showing that you are a creative and capable problem solver. The problem you select to use as an example should be as similar as possible to a problem that you are likely to face at the job you are interviewing for.

- **Here's the proven formula:** (read this carefully)

"Sure, at my last job we had a problem where the situation was "X" ... **the action** I took was "Y" ... **and the positive outcome was "Z"** ... I was commended by Susan in Accounting for solving the problem and cutting costs about 15% for that project. **I think that's the type of experience** you are looking to bring to your team ... isn't it?"

- **Learn how to cite *specific* numbers you contributed to achieving.**

The Guide shows you several ways of coming up with these numbers based on your own work experience — It's as easy as fill in the blanks, and so powerful in your interview! — Learn to create statements like this:

"I think my experience with [Company XYZ] in [**cutting costs 30% / saving 20 man-hours of work per week / increasing revenue by 14% / getting the job done about 50% faster / helping customers 20% more of the time**] is the type of experience that will help me succeed in this role. Plus my strengths in [industry knowledge / time management / teamwork / special skill] make me a strong candidate." (*Don't be bashful — You've gotta say stuff like this!*)

**... then get them to agree with you:**

"You would agree that having this type of experience would probably help me succeed in this position ... wouldn't you?"

"Would that type of problem-solving experience be relevant to this job?"

#### Here's a more fully formed example answer to the above question:

"When facing problems on the job I try to take a systematic approach. I think it's important to **clarify the problem first** before you start coming up with possible solutions, or wasting other people's time. I also try to think about **the best possible outcome**, or what I want the result to be. FOR EXAMPLE, when I was at Job "X" ... (*use one of your S.T.A.R. Statements here*) ... and the result was a 15% increase in cost-savings for that project. What kinds of challenges are you as a manager currently facing in your department? ... **What could the ideal candidate do to help solve this problem** in their first couple months on the job?"

#### ✓ What did you like best and least about your previous job?

**STRATEGY:** This question reveals a lot about you. You want to indicate that what you liked best about your last job are things that will appeal to the Hiring Manager. Show that your last job allowed you to

demonstrate many of the positive and desirable *Behavioral Competencies* that are discussed at the beginning of the Guide. Give specific examples of how your last job allowed you to flex your skills and show your maturity. When answering about what you liked least, keep it short and do not be negative. "What I liked about my last job was the fact that there was good on the job training. I was able to really develop my "X" skills, which I know will help me succeed here if I am fortunate enough to be able to join your team. **What are the qualities and skills** of the people **who have been most successful** at this company?"

"One thing I liked about my last job was that **it allowed me to develop my project management skills ...** **FOR EXAMPLE**, I was put in charge of a project where I had to earn the "buy-in" of people from multiple different departments — and I had **all the responsibility** for getting this project completed on time but no real authority over my teammates. **I was successful because** I first created a project vision statement that the team agreed on. Then day-to-day I made sure that each team member completed their work on time. I did this in most cases by appealing to my teammates' own self-interests. **FOR EXAMPLE ...** "

"What I liked least about my last job was that the management style was pretty hands off, and this was fine for me **because I am self-motivated and work hard** to achieve. But the lack of structure sometimes allowed some of my teammates to slack off from time to time — and I often ended up having to pick up the extra work. I had to **constructively approach my manager** and let her know what was going on **WITHOUT** creating any friction between me and my co-workers. In the end, it worked out well, because I was pro-active. Have you ever run into that type of situation as a manager?"

### ✓ What have you learned from mistakes you've made on the job?

**STRATEGY:** Show that you are able to learn from your mistakes, but don't offer up any negative examples concerning your past performance. Show that you have been successful, but that you have the maturity it takes to examine your own behavior so that you can learn and grow and be a better employee. Be brief.

"Good question. Well, I have been successful at every job I have had, **but I have had the normal ups and downs**. I'd say that I do actively try to monitor the quality of my work so that I can constantly be improving myself. **FOR EXAMPLE**, I have had one or two hiccups with customers where their satisfaction was not where I thought it was. I learned that I have to really monitor certain difficult customers closely and "take their temperature" so I can keep their satisfaction level as high as possible. **Have YOU had any customers like that here?**"

### ✓ Describe a situation when working with a team produced more successful results than if you had completed the project on your own.

**STRATEGY:** This is a "**behavioral interviewing**" style of question. The Hiring Manager wants to learn more about your thought process, and how well you can form examples to answer this teamwork related question. You will want to show your ability to solicit ideas from others, listen carefully, and persuade people to your point of view.

"Working with others allows you data-mine other people's skills and experiences, and **get perspectives and ideas that you would not have on your own**, AND check the quality of your own work before it goes out the door. **FOR EXAMPLE**, at Job "X" I worked with many great people. I was able to "pick their brains" — so to speak — about the effectiveness of various techniques, and get estimates on how long it

would take to get various things done, etc. — **I would not have been able to do my job as effectively without them.**"

"Would that type of experience be relevant to this job? ... **Great! ... So when do I start? ...**" (*don't be afraid so throw some humor in if it's going well!*)

"Well, I have worked both independently and as a member of team, throughout my career. I enjoy both, and I can do both equally well. I will have to say, though, that **working with others has often produced great results for projects I have worked on** — specifically when it comes to brainstorming. When it's appropriate, I try to get the key stakeholders involved in coming up with new solutions. I did that a lot at Job 'ABC'. **FOR EXAMPLE ... and the OUTCOME was** a roughly 30% increase in cost-savings for the company, and a significant decrease in the time it took to get that process done."

### ✓ What was your role in your department's most recent success?

**STRATEGY:** You'll want to be **very specific** here, and frame your answer in terms of how you saved time and money. **Use your personal "metrics of success"** — these are simple numbers you write down and remember before the interview; like the hours of time you saved by your smart decisions, and the dollar amounts of revenue or cost-savings you generated. Remember, the Guide shows you how to make these up, giving you **fill-in-the-blanks templates** for creating your own "metrics of success" numbers based on your past work experience — and it works for ANY type of job history. This is a **MUST HAVE** for your interview. Please be prepared with this!

"Well, my role was ongoing and it required a lot of communication and teamwork with my team as well as the client. I think my role really was to clarify the scope of the project, and then "manage the client's expectations." **We were able to deliver on time**, and the client was thrilled! I was able to make sure no time was wasted on adding unnecessary features, and since we were working on a fixed bid price, **we saved my company time and money**. I estimate I contributed to a cost savings of about \$20,000 on that project. My manager and everybody on my team felt great because the project went so smoothly ... Is that the kind of experience **that would help me be successful here?**"

"My role in the success of our last big project was contributing to [**cutting costs 30% / saving 20 man-hours of work per week / increasing revenue by 14% / getting the job done about 50% faster / helping customers 20% more of the time**]. I was able to achieve this by using my [industry knowledge / time management & planning / teamwork / special skills] ... **FOR EXAMPLE ...**"

### ✓ Tell me about a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?

**STRATEGY:** Workplace stress is an issue for everyone. Don't pretend that you never get stressed out. You want to show that you can deal with stress and cope with difficult situations. Show that you are calm under pressure, and know how to avoid stress in the first place through planning and time management. "Well I think it's important to remember that stress affects everyone, and it's inevitable that sometimes people are going to have bad days. But what I do personally is plan ahead and try to manage my time as best as possible. If something happens, I **try to control my response to a situation**. You can't always control what happens to you, but you CAN control your own response. What I try to do is lengthen the time between the stressful situation and my response ... **Would you say** it is a stressful environment here? ... I see. I'm sure I can handle it. I have been tested like that before ... **FOR EXAMPLE ....**"

**"For example**, on several occasions I have had to deal with very irate customers who actually yelled at me. What I did was stay calm and not let them get under my skin. I really tried to listen and decide exactly what it was that was at the root of their problem. **Then I provided solutions** that could be completed within a specific time-frame. I always find it's best to face those types of situations head-on and be objective about them. **I do my best to be professional and not get my emotions involved**. Does that make sense? ... I hope I've answered that question to your satisfaction?"

#### 4. Closing statements – page 75 – 78

In this section, the author shall share with you the questions and matters to be done and prepared before going to the end of an interview (closing).

#### **"Closing Statements"**

Discussion: At the end of your interview you need to "close the sale" and define a time-frame for measurable "next steps." In closing, you should summarize by emphasizing your qualifications as they apply to the job."

#### 5. Hidden needs of the interviewers – (page 79-83)

You need to know that not all of the employers are able to write a fully described, easy-to-understand, and effective job description list. Therefore, it is very important that you have to find out about their true requirements.

Why to do this? You try to sell yourself, answer the questions and prove your skills, however, you cannot be sure if they are what the employers looking for and which skills are the most important.

From page 79 to page 83, the author shall share with you the techniques and questions that you may ask the interviewers that may reveal the true requirements, the hidden ones, of the interviewers/employers.



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## **II. Killer Interview Secrets E-book by Robert Lawrence**

In this eBook, I really like the section on Interview Secrets 1, 2, 4, 4, 9 and 10. I shall try to summarize the most interesting and useful tips here and hope that they shall provide you with helpful information for your employment interview.

For more information and payment process, please [\*click here.\*](#)

- 1. Killer Interview Secret #1 - The 7 Traits Employers Look For In Every Applicant (page 7-16)**



To make it easier for you to remember,  
Author put these seven fundamental  
characteristics into an acronym:  
S.T.A.P.L.E.S

- Skillset
- Team player
- Attitude
- Professionalism
- Leadership
- Ethic
- Security



I am in agreement with the author about three traits: skill set, team-player, and attitude. I think these traits are mostly sought after by most of employers from their candidates.

A skill set is a list of necessary skills for performing one's job. You can easily find out about skill sets through job specifications, job advertisements, or job descriptions, and so on.

## **2. Killer Interview Secret #2 - The 4 Key Elements To A Winning Interview Answer (page 17-20)**

In this section, the author shares with us four elements to lead to a successful interview, including:

- Targeted
- Specific
- Concise
- Proper Delivery

I myself like specific element very much. For specific element, you should state some examples, case studies or situations for each skill you have that may relate to your previous job to demonstrate your skills. You may refer to STAR Interview Technique for some meaningful tips.

## **3. Killer Interview Secret #3 - The Best Interview Strategy...Ever (page 21-38)**

Here is what the author shares in this section:

“Stories are the best way to give the interviewer concrete support of one of your skills. If an interviewer asks you a question, and asks something about your leadership and you simply say “you’re a good leader”, there’s nothing to support it. But if you use a story that has a specific event in mind and you put that on display for the interviewer, it supports your leadership skills. It provides evidence to the interviewer and also gives him or her something to hold onto even after you leave the interview.”

This can be considered as the most interesting part of this eBook:

- a. How do you come up with a story?
- b. What Are the Elements of a Story?
- c. Formula for a successful story.
- d. How to Tell a Story?
- e. What kind of stories should you tell? It can be said that this is the best, most interesting section of the eBook.

It is also the longest and most important part in which, the author presents some analyses for typical groups of candidates as follows:

- “The Most Valuable Player, or MVP”
- “The Superstar”
- “The Upright Citizen”
- “The Professor”
- “The Team Player”
- “The Big Boss”
- “The Troubleshooter”
- “The Juggler”
- “The Deflection”...

From above list, I am sure that you can imagine the main stories here are for demonstrating your most important skills for the job, such as team-player skill.

When you have developed a skill set, it is important that you have to consider how to prove your skills in front of the employers. In this section, the author states tools and examples for you to practice on how to demonstrate your skills.

#### **4. Killer Interview Secret #4 - Opportunities Are Created, Not Given (page 39 – 42)**

Have you ever wondered how to get an opportunity to prove your skills? There are not many for you to tell your stories. In this section, the author introduces the experience and some tips for you to create your own opportunities.

5. **Killer Interview Secret #5 - How To Really Read A Job Description..... 42**
6. **Killer Interview Secret #6 - The Most Common Types of Interviews & How To Ace Them (page 47-53)**
7. **Killer Interview Secret #7 - Mastering The 11 Foundation Interview Questions (page 54 -62)**
8. **Killer Interview Secret #8 - Asking The Right Questions (page 63 -67)**
9. **Killer Interview Secret #9 - The “Hidden” Job Market (page 68 – 71)**

Many of us don't recognize that hidden job market is a huge one and accounts for 2/3 of total job demand from enterprises. This means that if you know how to exploit a hidden job market, you can increase your chance of getting the job up to 300%.

In this section, the author shares his experience and useful tips to exploit hidden job market.

Here are some sources to get penetrating into a hidden job market:

- Friends;
- Family;
- Ex-coworkers;
- Referral;
- HR communities;
- Field communities;
- Social networks such as Facebook, Twitter...
- Last recruitment ads from recruiters;
- HR emails of potential recruiters...

**10. Killer Interview Secret #10 - Turning On Your Natural Attraction Factors (page 71-86)**

(Create first impression to the interviewers)

It's just like the way you sell a product or introduce yourself in front of your future parents-in-law, natural attraction factors play very important role in a job interview. These factors are:

- Confidence;
- Know your own strong and weak points;
- Know what the employers want;

- How to create first impression
- How to express your attitude
- Body language;
- Posture;
- Grooming and Appearance;



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