TOP TEN INTERVIEW QUESTIONS

This is a list of questions you may be asked in an interview. Note that most of the questions are open-ended, that is, they cannot be answered with a simple word or two. Answers to these questions are more revealing and give you an opportunity to market yourself during the interview, if you are prepared.

You may be asked...

• Tell me about yourself?
• What do you consider to be your strengths?
• What do you consider to be your weaknesses?
• What kind of contributions can you make to an organization?
• What kind of a leader are you?
• In what kind of work environment do you do your best work?
• Why are you interested in this company/industry?
• What is most important to you in your work?
• How do you like to be rewarded?
• What are your salary requirements?

You will want to ask...

• How long has the position been open?
• Why is this position open?
• To whom does the position report?
• How will my performance be evaluated? How Often?
• What are the company's objectives for the next year?...for the next five years?
• What is your timetable for filling this position?
• Have I told you everything you need to know about my background?
• Do you have any concerns about my qualifications for this position?
• What is the next step?
• Whom would I see next? When? What is his/her title?
• May I have your business card?