

# Questions asked at interview

# Questions asked at interview

Your interview starts the minute you walk through the door of your prospective employer and first impressions make a lasting impact. Make sure to walk confidently into the interview room and greet the interviewer with a firm handshake.

Answer the question that is being asked, keep to the point and make as many positive remarks as possible to emphasise your good qualities.

Do not misrepresent your qualifications, experience, or current salary. Always act as if you are going to be offered the job you are discussing. Show enthusiasm and maintain good eye contact to show your sincerity.

If it is a first interview, do not ask starting salary, holidays, benefits etc. Your job is to sell yourself.

## Some Frequently Asked Questions

### 1. Tell me about yourself?

Have a brief chronological history prepared. Keep it to about two minutes. Avoid unnecessary detail. Highlight your virtues and most of all make it interesting.

### 2. What do you know about the organisation?

Discuss products, services, revenues, problems, people, and history.

### 3. What do you look for in a job?

### 4. How long would you take to make a meaningful contribution to our firm?

### 5. Why are you leaving your present position?

Mention more responsibilities, new skills, change of environment, interest in working in the company, career progression, and new challenge.

### 6. What features of your most recent position did you like the most? The least?

### 7. What were your most recent significant contributions while in your most recent position?

### 8. Can you work under pressure and to deadlines?

### 9. If you had your choice of company or job, where would you go?

### 10. What are your salary expectations?

Be realistic about your worth and the current job market. Do not price yourself out of consideration.

### 11. Why do you want to work for us?

### 12. What are your goals?

Relate these to the job you are applying for.

### 13. What are your strong points?

Present at least three. Try to relate them to the company and the position.

**14. What are your weak points?**

Turn the negative into positive.

**15. What are your long term objectives?**

Long term - five or more years. Short term - one to three years.

**16. If you could start your career again, what would you do differently?**

**17. How would you feel about working flexible hours?**