

Common Interview Questions & Answers

Review the following questions and discuss their possible answers. The list of questions and answers here is in no way all-inclusive, but will cover some of the most common questions: Share a SAR (Situation - Action - Result) example.

1. What is your greatest strength?

Discuss attributes that will qualify you for the job. Describe the skills and experience that directly correlate with the job you are applying for.

When I'm working on a project, I don't want to just meet deadlines. I prefer to complete the project well ahead of schedule.

2. What is your greatest weakness?

Avoid repeating the word "weakness." Describe a weakness that you have professionally, not personally, and focus on what you are doing to improve.

I found recently that there were aspects of Excel that I didn't feel comfortable using. I have been working on that by taking an advanced course in Excel and by taking on projects where I can use my newly gained knowledge.

3. What did you like least about your last employer or supervisor?

Stay positive and don't bash your previous employer.

My last supervisor and I had different ideas about whom to include on projects. However, when I focused on the expertise she brought to other aspects of project management, I began to appreciate her much more. It made it easier for me to work with her on projects.

4. Why did you leave your last job?

This is not an opportunity to badmouth your former boss or company. Be upfront, but positive.

I would like to be upfront. I found myself looking for more challenges. I am a dedicated employee and didn't want my lack of satisfaction to impact my work for the employer.

5. Explain the gaps in your work history.

Be honest and come prepared with an answer about what you have been doing. Let the interviewer know that you have been actively engaged in something, whether it be community service or obtaining more education.

I have been volunteering for a literacy program in my community, where I have learned skills in training, preparation and mentoring.

6. Where do you see yourself in five years?

Connect your answer to the job you're applying for.

My long-term goals involve growing with a company where I can learn and produce quality home products for its customers.