

## 1: Tell me about yourself

- Don't give your life story!
- Tell about your professional life, not your personal life

## 2: Why are you the best person for the job? Why should we hire you?

- Prove you understand their problems and how you can help solve them.
- Study the job description before the interview to learn what they want so you can use the language from the job description in relation to your skills.

## 3: Why do you want this job? Why do you want to work here?

- Try to connect it with an emotional story.

## 4: Why are you leaving (or have left) your job?

- If you left, give your reasons.
- If you were fired, give a simple explanation. Be as brief as possible and don't badmouth your former employer!

## 5: What is your greatest strength?

- Answer broadly. For example: organized, leader, time management, etc.
- Research the job description to find what they are looking for and align your strengths as solutions to their problems.

## 6: What is your greatest weakness?

- Share examples of skills you have improved, providing specific instances of how you have recognized a weakness and taken steps to correct it.
- Or share a weakness not related to the job

## 7: What is your biggest accomplishment?

- Choose a task or project that you achieved, not something a team achieved.
- A paper you published, for example.

- What you choose should align with requirements of the job you are interviewing for.
- Consider using the STAR method.

## **8: Describe a difficult work situation and how you solved it.**

- This question tests critical thinking skills, problem solving skills, and your definition of “difficult”.
- Demonstrate that you are a problem solver!
- Think of a team situation if you can.
- Don’t ever complain or badmouth previous co-workers or supervisors.

## **9: What are your career goals? Where do you see yourself in five years?**

- Even if they say, “what are your goals?” you should still answer specifically with career goals.
- Give an answer consistent with where the current position will take you in five years. Your answer should reflect commitment to this job.
- Prove you have a plan and know how you will get there by including short, medium, and long term goals.
- Be concise!

## **10: Do you have any questions for us?**

- Don’t say no, it shows that you aren’t serious about the job.
- Have a handful of questions prepared. You are interviewing them, too. Ask meaningful questions that will help qualify them as a good fit for you.
- Ask when they plan to make a hiring decision and if it is okay to follow up at that time.
- Weave questions throughout if you can, but be sure to ask questions at the end, as well.