

**Louisiana Delta Community College
Career Services**

COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.

Talk about skills, traits, experience (60 second commercial)

2. What are some of your greatest accomplishments?

Just as on the resume, think about situations where you were faced with a problem or difficult assignment, the steps you took to be successful, and the final result.

3. What is a weakness you're aware of and would like to improve upon?

Be as positive as possible – i.e., "you're very hard on yourself."

4. Describe how you work under pressure.

Be prepared to back up your answer of "very good" with an example.

5. Tell me about a time when you were criticized at work.

Insist that whatever you tell them has been corrected and you learned from the experience.

6. How do you handle rejection? (This question is common for sales positions)

Tell them you see rejection as a learning process and that every rejection gets you closer to an acceptance.

7. What would your references say about you?

Hopefully, they will say positive things about you – you should have an idea of how your references are representing you.

8. How do you normally handle change?

Change is inevitable, so answer this question in a positive manner with an example of a past experience.

9. What did you enjoy least in your past position?

Choose something that is not required for the position you are interviewing for.

10. What are your goals (short-term and long-term)?

Consider telling them that a short-term goal is to secure the position you're interviewing for and that a long-term goal would be to move up within the organization.

11. Tell me about some things you've done that show initiative.

Think about a time when you offered to work on a project outside your normal responsibilities.

12. Why do you want to leave your current position?

Consider telling them you're looking for an opportunity where more advancement exists and that the one you're interviewing for sounds extremely appealing to you.

13. What aspects of your last position did you enjoy most?

Working with people, administrative duties, travel, etc. are all examples; try to focus on things that will be part of the position you're interviewing for.

14. What are your salary requirements?

Tell them you're negotiable and that to answer this you would need to know more about the job requirements, benefit package, etc – DO NOT GIVE THEM A FIGURE. If they insist, offer them a range.

15. With 10 being the highest, rate yourself between 1 to 10.

Don't tell them 10 or anything lower than 7.5

16. What type of people do you not enjoy working with?

A possible answer is "clock watchers and people who find the negative in everything".

17. Why do you want to work here?

Recite information from the research you've done, talk about the reputation of the company, etc...

18. Describe an ideal work environment.

Look at your ideal job preferences list, be realistic but try to align your answer to the job profile of the position you are interviewing for.

19. Do you prefer working alone or as part of a team?

Talk about your willingness to work in a team environment as well as your skills to work alone to complete a project.

20. What qualities should a successful manager possess?

Possibly someone who is open minded, easy to talk with, and who offers constructive criticism. Remember that being a human being means you are not perfect.

IF CONFIDENT (which comes from preparing), INTERVIEWING CAN BE A SUCCESSFUL EXPERIENCE!