



MODULE 8

Interview Behavioral Q&A 01

Answering questions effectively

The key to being successful in an interview is to answer each question well, with strong content and credible delivery.

To do this, you must anticipate and practice what to say, display confidence and enthusiasm and show that you have a positive attitude.

The way you deliver your responses can be just as important as what you say. Look directly into the interviewer's eyes; give short, crisp, smooth answers that don't sound memorized. Put energy into your voice.



Traditional interview questions

1 Tell me about yourself.

Structure your response in two parts: the professional and the personal. You might begin with your resume summary, adding most recent positions and employers. Speak of competencies related to the position for which you are interviewing. On the personal side, you might express where you live/grew up, where you went to school, unique hobbies, travel or volunteer work. Close your response with a transitional statement such as, “I am looking to advance my career in auditing management and believe I can make a significant contribution to Millennial Bank.” Limit your answer to one to two minutes. This ought to be a “broad brush response.” More detailed information will unfold later in the interview.

2 Why did you leave your last position?

Deliver your “public statement” which you developed early in **MODULE 03**.

Traditional interview questions

3 Why do you want to work for us?

List reasons that are outgoing and generous rather than “what’s in it for me?” responses. Love of the work, reputation of the company, strong belief in the product, opportunity to meet new challenges, etc.

4 Why do you believe you are qualified for this position?

State your relevant skills, experience and education. Keep your answer direct and give examples of achievements that relate to the job for which you are applying.

5 What are your strengths?

List relevant strengths and give examples that applied at work. For example, being hardworking and conscientious could mean you do accurate work on time and within budget.

Traditional interview questions

6 What is a weakness of yours?

Choose a weakness not related to your core competencies. A graphic designer may say she is not naturally organized. “...So I begin each day by lining up my projects and reviewing my deadlines. This system has greatly improved my organizational skills.”

7 Do you take initiative?

Come up with an example such as suggesting a change in procedure, or a solution to a problem or taking on extra work without being asked.

8 What did you like most about your previous job?

List relevant factors related to the job for which you are applying.

Traditional interview questions

9 How do you deal with pressure?

Some people thrive on pressure and respond to it well; others don't. It is advisable to get the question clarified. What kind of pressure is the interviewer talking about? Is it the kind that comes in short bursts or pressure that is an ongoing part of the job?

10 What did you like least about your previous job?

Try to minimize your answer to this question, and ensure that your answer does not relate to the job for which you are applying. "I didn't like the paperwork," could mean you are a poor administrator.

11 What would your previous supervisor say about you?

Try to recall positive things that your previous supervisor said. Don't dwell on anything negative.

Traditional interview questions

12 What are your salary expectations?

You could reply:

“My research indicates that the salary range for this job would be (fill in an amount); could you tell me what your range is?”

or

“I would prefer to answer that question after I have a better understanding of the duties and responsibilities of the position.”

13 What do you know about our company?

This question underlines the importance of researching the company with which you are interviewing.

You need to know as much about them as possible.

Traditional interview questions

14 Why should we hire you?

This question aims at your **Competitive Advantage**. This is the combination of skills, experience, attributes that are going to make you stand out over the other applicants. It is critical that you be clear on your competitive advantage if you want to express it clearly to a prospective employer.

15 Do you have any questions?

Always have at least two questions ready. They could relate to: the procedures; the systems; reporting relationships; size of workinggroup; equipment; or immediate goals of the department or position. Do not ask questions about benefits or holidays until you are close to a job offer.

More questions Next Module