Twelve Questions Most Asked In A Job Interview:

1. **In what type of position are you most interested?**
   Tell what your skills are and, in general, the type of job that uses these skills.

2. **What jobs have you had? How did you obtain them? Why did you leave your last job?**
   The first two are easy to answer. Be honest, but positive, about why you left your past jobs. You might want to say:
   
   “I left my last job(s) for a more responsible position.” or
   “I left my last job(s) for greater challenges.”
   Sometimes references will show you were fired. In future interviews you should say that you discussed the problem with your past employer and have corrected it. Most employers will be willing to give you a second chance if you are trying to improve. Above all, be honest. You will lose any job if it is discovered you were not truthful during the interview or on a resume.

3. **What pay do you expect?**
   It is best to know what the company pay range is for the position you want before the interview. Here is a link to a salary calculator: [http://swz.salary.com/](http://swz.salary.com/)
   If you do not know the pay range, ask what the company pay scale is for the position. Another response to this pay question might be that you are open to suggestions or negotiation.

4. **Why do you want to work for our company?**
   Always research the company before the interview. Here is a list of questions you should find answers for:
   
   a. What does the company do?
   b. Who are the company’s competitors?
   c. What type of jobs are available at this company?
   d. How old is this company?
   e. Where are its plants and offices located?
   f. How do prospects look for the future?
   g. What are the company’s products?
   Knowing this information will allow you to feel confident and talk positively about the company.

5. **How long do you expect to work for your company?**
   A safe answer might be, “If hired, I see no reason to leave.” No company wishes to train a person and see that person leave. Try not to fix any leaving date to your answer.

6. **Do you have any references?**
   Your ability to get reference and the type of references you select say a great deal about your qualities. A reference or recommendation is generally a written, positive series of statements about your character, attitude, skills, and abilities. Present your reference list when this question is asked.

7. **Are you willing to relocate? Are you willing to travel?**
   The employer will appreciate your having thought seriously about a job. Many companies have jobs that could require relocation or travel. They may also have jobs that are permanently based in one area with no travel. Know what your limitations are so the employer can see how you would fit into the company programs.
8. **Are you looking for a permanent or temporary job? Do you want full-time or part-time work?**

There are jobs designed for work that are:

a. permanent full-time  
b. permanent part-time  
c. temporary full-time  
d. temporary part-time

A temporary part-time job may involve only a few hours of work a week or may last a month during a special season, whereas a temporary full-time job would involve daily work for a week, month, or 6 months.

Permanent part-time would be less than 40 hours per week, with a year or more of employment service. Permanent full-time would be the regular 8 hours daily job (or some other distribution of 40 hours per week) with vacation and holidays.

Remember, you will gain experience with a temporary or permanent part-time job that might lead to a permanent full-time job. Employers are more inclined to hire experienced help from inside the company for full-time permanent work than hire someone from the outside.

9. **Tell me something about yourself. Why do you think we should hire you for this job?**

Keep your answers on a business level. Tell about your education background and work experience. Discuss what skills, interest, and attitudes you have that would make you the best choice for the job.

You might say something like, “I can bring to the job you are offering:

- excellent grades in accounting skills  
- strong Java programming skills  
- proven leadership skills.”

10. **What are your weaknesses and what are your strengths?**

Always mention your strengths first. This shows confidence and a positive attitude. Your list of strengths should also be longer than the weaknesses. Modesty does not usually get the job.

A possible answer might be:

“I work well with other people.” or “I work well under pressure”

Sometimes one of your weaknesses can be turned into a possible strength. For instance:

“I’m a perfectionist. I don’t feel comfortable turning in a job that’s less than the best I can do, even if it means working on it on my own time.”

11. **Do you have any questions about the company or job?**

Good questions will impress an employer. Asking well thought-out questions shows your interest and enthusiasm for the company. Obtain information about the company from annual reports, the company web site, and library resources. Other company information sources can be found on the Web site of CSUN Business Librarian Karen Anderson: [http://library.csun.edu/kanderson/](http://library.csun.edu/kanderson/)

12. **How do you feel about working with a younger or older supervisor?**

Say that age does not matter in a supervisor; a supervisor is there to help you do your best job for the company.