***Interview Questions***

The following questions are examples you should be prepared to answer in a real job interview. When responding to such questions, you should be truthful and to the point. However, you should always remain positive when answering. Never criticize others, complain, or bring up your personal problems. The employer is looking for the good points in your attitude and abilities that will help him/her decide if you would be an asset to the workplace.

For this exercise, select **ten of the twenty** questions below and respond as though you were in an actual interview for a job that you could hold right now. Avoid selecting multiple questions where you’d give the same answer.

Type each question, numbering them one through ten, and then place your answer in bold, single-spaced below the question. Double-space between responses and be sure to use complete sentences. Also be sure to include a title at the top of your document, along with your name in a header. Lastly, remember, all information about you must be true.

1. Tell me about yourself.
2. Do you plan to continue your education? Explain.
3. What courses or subjects do you like best? Least? Why?
4. In what activities have you participated?
5. What one word best describes you? Why?
6. What have you learned from the jobs that you have held? **OR** How do you feel your school courses have helped prepare you for the world of work?
7. Where do you see yourself in five years?
8. What are your career goals?
9. What is your idea of a good worker?
10. Do you feel that good communication skills are important? Why?
11. What do you feel are your greatest strengths? Why do you consider them strengths?
12. What is your major weakness? How do you work with this weakness?
13. What kind of supervisor do you prefer? Explain.
14. What distinguishes you from other applicants?
15. How do you spend your spare time? What are your hobbies?
16. What factors other than salary do you consider when seeking employment?
17. Have you ever had any difficulty getting along with others? Explain.
18. Define cooperation. Why is it important?
19. What do you think determines a person’s progress in a good company?
20. Describe a challenge or obstacle you’ve dealt with in life and how you overcame it.