

COMMONLY ASKED INTERVIEW QUESTIONS**Tell me about yourself.**

- Keep your answer focused and relevant to the job you're applying for.
- Limit your response to one or two minutes, and rehearse ahead of time.
- State your profession and job objective, and move on to briefly outline the types of organizations you have worked for in the past, as well as your experience and skills.

For example:

I have six years of experience as a recruiter, most recently at Target Corporation in Minneapolis. Prior to working for Target, I recruited students to attend the College of St. Catherine's nursing program. I was excited when I saw your posting for a student recruiter because I've missed working in an educational environment and would like to return to one. I have a bachelor's degree in Human Resource Development from the University of Minnesota, and am currently pursuing my Master's in Human Resource Management at Strayer University.

What are your greatest strengths?

- Come prepared with at least three of your greatest strengths **in relation to the position for which you are applying.**
- Use brief achievement stories to describe your strengths. Don't just list the strengths; illustrate your point by telling stories.

For example:

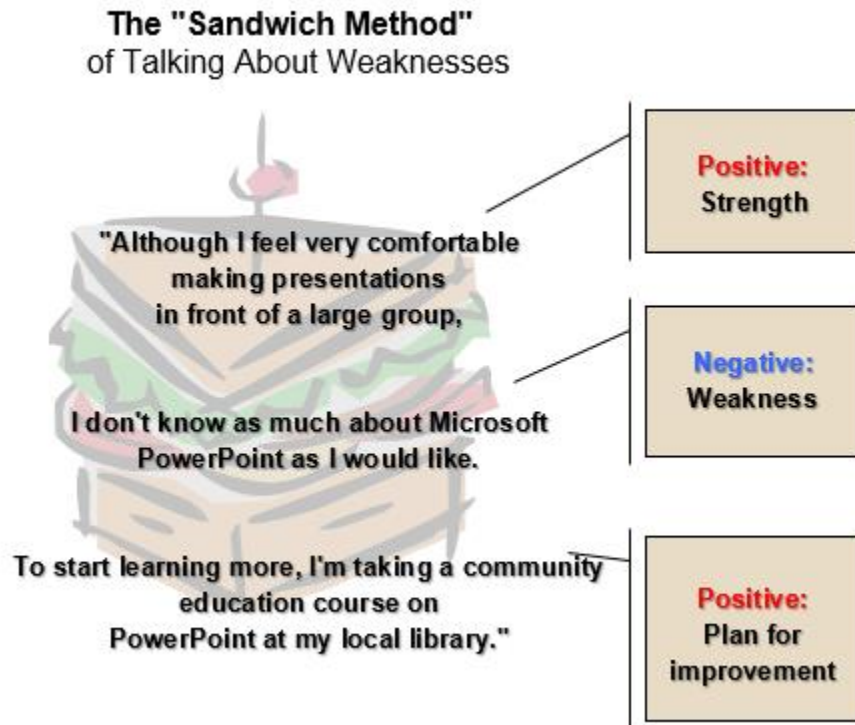
My greatest strengths include timeliness, accuracy in my work, and good interpersonal skills. In my last job, I was on time to work and to meetings every day. I completed data entry for hundreds of degree programs daily with 98% accuracy, while continuously maintaining positive interactions with my co-workers.

What are your greatest weaknesses?

- Present only one weakness unless specifically pressed for more.
- Don't cite a weakness without describing how you are working to correct it.
- "Sandwich" your weakness between a strength and your strategy of overcoming it.

For example:

Although I feel very comfortable making presentations in front of a large group, I don't know as much about Microsoft PowerPoint as I would like. To start learning more, I'm taking a community education course on PowerPoint at my local library.

**Why do you want to leave your current position (or why did you leave your last position)?**

- Employers are looking for a logical, well thought-out response to this question.
- Keep your focus on the positive and be succinct. Avoid spending a lot of time explaining why you didn't like your previous supervisor or position.

For example:

Although I enjoyed working at General Motors, my department was small and there was limited room for growth. This is why I was excited when I saw your posting for a Director of Online Marketing. I believe this position will take me to the next level of my career, and provide exactly the type of challenge I'm looking for.

Where do you see yourself in five years?

- Do not feel that you must name the specific job title you would like in five years. Keep your answer general.
- Emphasize that your main goal is to help strengthen and grow with the organization.

For example:

I'm not completely sure where I'll be in five years, but I hope that it's with your organization. I can tell you that no matter what, I know I will be working in the field of career counseling because it's what I love to do.