

## 30 Potential Questions

1. **Tell me a little about yourself.**  
Keep it professional/relevant. Talk about your experience, accomplishments and qualifications for the job - not your childhood, family, or hobbies.
2. **Why do you want to work as a...?**  
Talk about the details of the job and how they match your skills and interests.
3. **What qualifications do you have?**  
Name a skill, and then explain your qualifications. Give an example from a previous job.
4. **What do you know about this company?**  
Before you go on the interview, visit the company's website. Get information on the company size, its key products or services, the markets where it competes and its overall reputation.
5. **Why do you want to work for us?**  
Describe how your skills and interests fit the job and company.
6. **How did you learn about us?**  
Friend, relative, newspaper story, advertisement - anything to show that they are not a random choice.
7. **How many other companies have you approached?**  
"Several for backup, but this is where I really want to work, this is where my hopes are."
8. **You seem to switch jobs a lot. Why?**  
Job stagnation, layoffs, career exploration, went back to school...
9. **How long do you plan to work here?**  
"A long time! This is the job I've been hoping for."
10. **Tell me about your current (or last) job?**  
List your duties and responsibilities. Explain your accomplishments.
11. **Are you planning on leaving soon for another job?**  
Explain that you don't ever want to leave them short handed.
12. **What will your manager say when you give notice that you're leaving?**  
Explain why you'll be missed.
13. **What did you like most about that job?**  
Talk about your responsibilities, challenges, accomplishments and the people.
14. **What would you change about that job?**  
Don't bad-mouth the job or the people; explain something positive – maybe you wanted more responsibility. This shows initiative.
15. **Did you ever have a disagreement with a boss? Why or why not?**  
Find the middle ground; "Sure we disagreed on occasion. But we worked well together. For example..."

- 16. Tell me about your education or training.**  
Explain your education or training. Tell how it helped prepare you for the job you want today. If you lack training, explain how willing and eager you are to obtain it.
- 17. Do you plan to continue your education?**  
Adding to your education says that you want to grow and prosper, professionally as well as personally. So, yes, in some way you want to continue learning.
- 18. What salary do you expect to be earning?**  
Avoid salary questions by stating, "A fair salary. A salary equal to my work contribution."
- 19. When do you hope to retire?**  
"Certainly not before I am 65."
- 20. Give an example of any major problem you faced and how you solved it.**  
Think of something related to work, school, or a civic activity. Tell it as a story. Give details. The manager wants to see how you identify options, decide on a solution, handle obstacles, and solve a problem.
- 21. In your lifetime, what was your greatest accomplishment? What did you learn from it?**  
Sometimes a personal touch can work here, such as your marriage or helping someone in need. Make sure to highlight what you've learned.
- 22. What was your greatest failure? What did you learn from it?**  
Fessing up to failure shows maturity, but avoid examples that might reflect on your ability to do the job.
- 23. What is your greatest weakness?**  
Focus on work, not character weaknesses. Turn it into a positive.
- 24. Have you ever been convicted of a crime?**  
If you have, admit it. Explain what happened. Tell what you've done to make amends. Ask for a chance.
- 25. Last year, how many days of work (or school) did you miss? How many days were you late?**  
This will tell the manager whether you're going to show up for work on time every day. If you've missed more than a couple days, have some good explanations ready.
- 26. What motivates you to do a good job?**  
Money is not a good answer. A good answer is something like, "having responsibilities and being acknowledged when a job is done right."
- 27. Are you at your best when working alone or in a group?**  
"Both. I enjoy working as part of a team and I work well independently to get my share done."
- 28. Would you rather be in charge of a project or work as part of the team? Why?**  
"Either. I'm not afraid to take responsibility and I'm not afraid to roll up my sleeves and pitch in."
- 29. Have you ever been fired from a job? Why?**  
Explain that you usually get along really well with everyone. If you have been fired, try to state it as positively as possible: "my ex-manager & I just couldn't make things work."
- 30. Do you have any questions for me?**  
"Yes, thank you, I do."