



Job Interview Questions and Answers



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1-The Typical Job Interview

- Greeting and small talk to put you at ease and break the ice. The interviewer may give you a preview of what will occur during the interview.
- The employer may give you a brief overview of the position or additional information about the organization.
- You respond to questions. If it's a good interview, this is the longest segment and you should do most of the talking.
- You ask questions of the interviewer. Have at least five or ten questions prepared beforehand.
- The interviewer closes the interview and explains the next steps in the process.
- Be sure to thank the interviewer for his or her time.

During the interview you should:

- ❖ Be enthusiastic and prepared
- ❖ Be knowledgeable about the organization
- ❖ Be confident and sell your skills
- ❖ Listen carefully and be interested

During the interview, the interviewer will try to determine if you have the following traits:

1. Achiever
2. Productive
3. Self-starter
4. Contributor
5. Quick Learner
6. Easy Going
7. Dependable
8. Stable
9. Responsible

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2- Preparing for the Job Interview

Do Research

The best way to start researching a company is simply to type "Name of Company" in to the search form at a major search engine, such as Google.com or, if it's a big company go right to the website:
www.nameofcompany.com.

Once you know more about the company and its industry, you can better match your skills and qualifications to that company's needs. Now you're ready to prepare for those tough job interview questions.
Other places to do research on companies are as follows:

- **411Stocks:** www.411stocks.com
- **Business Wire:** www.businesswire.com
- **Brint:** www.brint.com

- **Wet feet:** www.wetfeet.com
- **Hoovers:** www.hooversonline.com
- **Thomas Register:** thomasregister.com

Topics to Research

When researching a company you should know the answers to the following questions before you show up for the interview:

- ❖ How old is the company?
- ❖ What are its products or services?
- ❖ Who are its customers?
- ❖ Who are its major competitors?
- ❖ What are its reputation / industry standing?
- ❖ What are its new products or services?
- ❖ How large is the company?
- ❖ What are its short- and long-term goals?
- ❖ How has the company resolved problems?
- ❖ Have there been recent employee layoffs?
- ❖ Where is the company located?
- ❖ What are the backgrounds of managers?
- ❖ What training programs are offered?

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3-Questions To Ask At the Job Interview

Good questions to ask the interviewer:

1. Why is this position available?
2. Is this a new position? How long has this position existed?
3. How many people have held this position in the last two years?
4. Who would be my supervisor? To whom would I report?
5. Whom will I supervise?
6. With whom will I be working most closely?
7. What do you like about working for this company?
8. What are the current plans for expansion or cutbacks?
9. What kind of turnover rate does the company have?
10. How financially sound is this company?
11. What projects and assignments will I be working on?
12. What happened to the person that held this position before? Was he promoted or fired?
13. What is this company's culture? (Rigid and formal or relaxed and flexible?)
14. What are the current problems facing the company (or my department)?
15. What do you like the most about working for this company? The least?
16. What is the philosophy of the company?
17. What do you consider to be the company's strengths and weaknesses?
18. What are the company's long and short term goals?
19. Describe the work environment.
20. What attracted you (the interviewer) to this organization?
21. Why do you enjoy working for this company?
22. Describe the typical responsibilities of the position.
23. What are the most challenging aspects of the position?
24. Describe the opportunities for training and professional development.
25. Will I receive any formal training?
26. What is the company's promotional policy?
27. Are there opportunities for advancement within the organization?
28. When can I expect to hear from you?



4-Post Interview Follow-up

A follow-up thank you letter to the interviewer is an important step in the interviewing process, one that candidates often forget to take. Sending such a letter is not only proper business etiquette, but it also makes you stand out from the other candidates competing for the same position. Write your thank you letter as soon as possible after the interview. You should send a follow-up thank you letter even if you don't want the job. If this is the case, let the interviewer know in your thank you letter. Ask the interviewer to keep you in mind for any positions with the company that might be available in the future.

Components of the Follow-up Thank You Letter

- ❖ Your thank you letter can be typed in a business letter format or handwritten using a pre-printed thank you note.
- ❖ The letter or note should express appreciation for the opportunity to interview, tour the facilities, meet other employees, etc. You might also want to write about the following:
 - Mention the day of your interview and the position for which you interviewed.
 - Express continued interest in the position and the company.
 - Re-emphasize your most important skills and qualifications and how you expect to contribute to the organization.
 - Include any information you forgot to mention in the interview, if necessary
- ❖ (be brief though).
 - Close your letter with a comment about future contact with the employer.

Questions Commonly Asked of College Students and Recent Graduates

- **What is your GPA? Do you feel it reflects your true abilities?**
- **How has your schooling (internships) prepared you for this position?**
- **What was your favorite course in college and why?**
- **Why did you decide to attend X College? Are you happy with your choice?**
- **What factors did you consider in choosing your major?**
- **How did your college experience change you?**
- **What kind of grades did you have in school?**
- **Why were your grades not very good in school?**
- **Why didn't you participate in internship programs while in school?**
- **Why are you applying for a job unrelated to your internship experiences?**
- **Why are you applying for a job not related to your degree?**
- **What extracurricular activities did you participate in?**
- **If you had it to do over again, would you choose the same major?**



5- Most Commonly-Asked Interview Questions

Below is a list of questions that are commonly asked by interviewers. You should formulate answers to these questions before you go to the interview since doing this will make you more confident during the interview.

- **Why should I hire you?**
- **Why do you want to work for this company?**
- **What are your strengths and weaknesses?**
- **What do you think determines a person's progress with a company?**
- **What have you done to increase your personal development?**
- **Are you happy with your career progress to date?**
- **What are your career goals?**
- **Tell me about yourself.**
- **What is your most significant accomplishment?**
- **Are you willing to take calculated risks?**
- **What are the things that motivate you?**
- **What is the most difficult situation that you have ever faced?**
- **Why do you want to leave your present employer?**
- **What jobs have you enjoyed the most and the least and why?**
- **What actions would you take if we hired you?**
- **Why did you want to get in to this field?**
- **What can you offer us that someone else can't?**
- **How would your supervisor describe you?**
- **Do you work better alone or as part of a team?**
- **What are your primary activities outside of work?**
- **How do you handle people that you don't get along with?**
- **What makes you think you can handle this position?**
- **With what other companies are you interviewing?**
- **What has been your greatest challenge**

6 -Most popular questions asked in 2006:

- What is your vision of the ideal job and boss?
- Why are you searching for new employment?
- What are your unique qualifications or experiences that separate you from other candidates?
- Describe yourself.
- What are your short and long term goals?
- What are the best and worst aspects of your previous job?
- What do you know about our company?
- What would your former boss and co-workers say about you?

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7- Job Interview Questions & How You Should Answer them

Note: The first forty questions in this section are the most-commonly asked interview questions.

Question 1: Tell me about yourself. This is usually the first question asked because it is a good ice-breaker. A good answer to this question is about two minutes long and focuses on work-related skills and accomplishments. Tell the interviewer why you think your work-related skills and accomplishments would be an asset to the company.

Question 2: Why should we hire you? Take several minutes to answer this question, incorporating your personality traits, strengths, and experience into the job you're applying for.

Question 3: What is your greatest strength (or strengths)? State one or two strengths that are work-related and tell the interviewer the story about when that strength helped you accomplish a task at work.

Question 4: What is your greatest weakness (or weaknesses)? Don't answer by claiming that you have no weaknesses. Confess a real weakness that you have, but choose one that isn't particularly relevant to the job you're seeking.

Question 5: Why do you want to leave your present employer? You could state that you want a more challenging position, higher salary, or more responsibility.

Question 6: Why do you want to work for this company? Don't answer this question with, "Because you advertised for an X at monster.com." Your answer should offer what you think are the most interesting aspects of the company.

Question 7: What do you know about our company? Those who answer this question with, "Not much," will probably not be offered the job. You should always research a company before the interview. Learn about their products / services.

Question 8: Why do you want this position? Your answer should offer what you think are the most interesting aspects of the position. More responsibility and opportunity.

Question 9: Do you work better alone or as part of a team? If the position you're applying for requires you to spend lots of time alone, then of course, you should state that you like to work alone and vice versa.

Question 10: What did your last supervisor criticize most about your performance? A good way to answer this question is to offer a criticism you received that is not very important or not.

Question 11: Where do you see yourself in five years? Assume that you will be promoted two or three times in five years, so your answer should state that you see yourself working at whatever job is two or three levels above the job.

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Question 12: Why have you changed jobs so frequently? Reasons for job hopping should always be based on your past employers' failure.

Question 13: Are you willing to relocate? If relocating wasn't an issue the interviewer wouldn't be asking the question. Therefore, the only acceptable answer is "Yes."

Question 14: Are you willing to travel? If traveling wasn't part of the job, the interviewer wouldn't be asking this question. Therefore, the only acceptable answer is "yes".

Question 15: Are you willing to work overtime? If this wasn't an aspect of the job, the interviewer wouldn't be asking this question. Therefore, the only acceptable answer is "yes"

Question 16: Have you ever been fired or asked to resign? So, answer this question honestly, but without attacking your former boss or employer.

Question 17: How long have you been searching for a job? Why haven't you received a job offer? Why have you been unemployed for so long? It is always better to answer this question with "I just started looking" .

Question 18: What previously held job do you consider to be your favorite and why? Therefore, the answer to this question should be a job that requires the same or similar work that you will be required to perform in the new job.

Question 19: Do you consider yourself to be organized? Do you manage your time well? The interviewer wants to hear about your work skills concerning time and task management.

Question 20: Would you choose the same career if you could start over again? How you answer this question depends on whether or not you are trying to win a job related to your career history or are trying to enter a new field.

Question 21: Why have you stayed with the same employer for so long? Your answer should state something about your having worked successfully with many people both inside and outside of the organization.

Question 22: Do you consider yourself to be a risk-taker? How you answer this question depends on the type of company it is.

Question 23: Would your present employer be surprised to know you're job hunting? Always tell the interviewer that you are happy with your current employer and job, but are simply looking to stretch your wings out and take on a job with more challenge.

Question 24: How well do you handle change? The only acceptable answer is one stating you handle change very well.

Question 25: What salary are you expecting? You should do some research before the job interview.

Question 26: How do you resolve disputes with co-workers? How do you handle conflicts in the workplace? The best answer to this question tells the interviewer about a dispute you had with a co-worker and how you resolved it .

Question 27: Who was your favorite boss and why? Who was your least favorite boss

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and why? Employers are looking for employees who are interested in contributing to the company, improving their job skills, and making a contribution.

Question 28: What could you have done to improve your relationship with your least favorite boss? Put a positive spin on your answer by telling the interviewer that, if you had it to do all over again, you would have requested more feedback from your boss regarding your performance.

Question 29: What book are you currently reading (or what was the last book you read)? What were the last three books that you read? Preferably one that is on a subject related to your career or business in general.

Question 30: What is the last movie that you saw Interviewers are looking for well-rounded people who enjoy healthy activities, such as relaxation and entertainment.

Question 31: Are you considering offers from other employers? It is recommended that you NOT disclose any other offers you have received or discuss the companies with whom you have interviewed.

Question 32: When can you start? It is customary for most employees to give at least two weeks notice to their current employer.

Question 33: Why did you decide to attend X College? Are you happy with your choice? Always state that you are happy with your choice.

Question 34: What factors did you consider in choosing your major? A great answer is to state you have always wanted to become X since you were a child and picked your major accordingly.

Question 35: Have you ever fired anyone? Tell the interviewer how you discussed the employee's shortcomings with him several times and tried to help him improve.

Question 36: How do you motivate employees? The best answer is one that tells the interviewer that each employee must be uniquely motivated.

Question 37: What is your commitment to this job? A better answer would be to state that your commitment will grow as you get to know the company and the people in it.

Question 38: Aren't you overqualified for this job? Admit that you are, but also emphasize the positive.

Question 39: Are you opposed to doing a lot of routine work? Try to assure the interviewer you aren't going to go mad doing your boring job.

Question 40: Do you have any questions? Never go to an interview without preparing questions to ask beforehand.