



Interviewing is a crucial aspect of the job search process where you have the opportunity to demonstrate your qualifications, skills, and suitability for a position. During an interview, you can expect a variety of questions, including traditional-based questions that assess a candidate's qualifications, skills, experiences, and suitability for a job role, behavioral-based questions that delve into past experiences, as well as questions about your problem-solving abilities, work ethic and technical skills (if applicable).

Typical interview questions may include inquiries about a candidate's strengths and weaknesses, their ability to work in a team, their approach to handling challenges, and their long-term career goals. It's essential for you to prepare thoroughly by researching the company, understanding the job requirements, and practicing responses to common interview questions. By showcasing their capabilities and enthusiasm for the role, you can make a positive impression on potential employers and increase their chances of securing the position.

### YOUR PERSONAL INTRODUCTION

A very typical opening question is "Tell me about yourself?" and many dread this question, as they don't know how to answer it. The answer is quite simple if you know what the interviewer is actually asking, the real question is "**Tell me about yourself in relation to this position**". Knowing this, you can now formulate your answer to the question ahead of time and personalize for each interview.

#### In relation to the position...

- Describe yourself positively
- Focus on your strengths
- How you can do the job
- How you fit into the team
- What you have accomplished in your prior positions
- How you can help the organization

### TRADITIONAL INTERVIEW QUESTIONS

Traditional questions help the interviewer get a general sense of who you are. Answering these can be difficult because they often ask you to talk about negative experiences, or things that may be difficult to answer.

Remember to stay positive and always end on a positive note.

1. Can you tell me a little about yourself?
2. Why should we hire you?
3. What are your greatest professional strengths?
4. What do you consider to be your weaknesses?
5. What is your greatest professional achievement?
6. Describe a difficult work situation and what you did to overcome it?
7. Where do you see yourself in five years?
8. What's your dream job?
9. What type of work environment do you prefer?
10. What's a time you exercised leadership?
11. What's a time you disagreed with a decision that was made at work?



12. How would your boss and co-workers describe you?
13. Why was there a gap in your employment?
14. How do you deal with pressure or stressful situations?
15. What do you like to do outside of work?
16. What are three things your former manager would like you to improve on?
17. What are three positive things your last boss would say about you?
18. How would you deal with an angry or irate customer?
19. Who's your mentor? And why?
20. What are your career goals?
21. What are some of your leadership experiences?
22. What questions haven't I asked you?
23. What questions do you have for me?
24. What can you do for us that other candidates can't?

### **BEHAVIOR BASED QUESTIONS**

Behavior based typed questions help interviewer get a sense of how you might behave on the job. They ask how you behaved in past situations to predict future performance.

1. What was the last project you led, and what was its outcome?
2. Tell me about a time when you went above and beyond your regular duties to help a colleague or solve a problem?
3. Can you describe a project where you demonstrated exceptional teamwork and collaboration?
4. Describe a time when you received recognition or praise from a supervisor or colleague for your work. What did you do to achieve this recognition?
5. Tell me about a challenging goal you set for yourself and successfully achieved. What steps did you take to reach the goal, and how did you stay motivated throughout the process?
6. Can you share an example of when you effectively handled a difficult customer or client interaction, resulting in a positive outcome?
7. Describe a situation where you demonstrated strong leadership skills?
8. Tell me about a project or task where you demonstrated exceptional attention to detail and accuracy.
9. Describe a situation where you successfully managed a challenging workload or multiple competing priorities.
10. Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
11. Tell me about a time when you had to give someone difficult feedback. How did you handle it?
12. What is your greatest failure, and what did you learn from it?
13. How do you handle working with people who annoy you?
14. If I were your supervisor and asked you to do something that you disagreed with, what would you do?
15. What was the most difficult period in your life, and how did you deal with it?
16. Give me an example of a time you did something wrong. How did you handle it?
17. Tell me about a time where you had to deal with conflict on the job.
18. Describe an assignment that was difficult for you, and how did you managed it?
19. What's the most difficult decision you've made in the last two years and what was the outcome?
20. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.



### THE POSITIVITY SANDWICH

A technique where you sandwich constructive or potentially negative aspects of your response between two positive statements. When faced with negative-shaped interview questions, which may focus on weaknesses or challenges, using the positivity sandwich technique can help you address the question tactfully while still highlighting your strengths and positive attributes.

Here's how you can apply this technique effectively:

**Start with a positive acknowledgment or affirmation:** Begin your response by acknowledging the question positively or highlighting a positive aspect related to the topic at hand. This sets a constructive tone for your answer and demonstrates your ability to approach challenges with a positive mindset.

**Example: "I appreciate you bringing up this point; it's an area where I've made significant strides in my professional development."**

**Address the concern or weakness directly:** Respond to the negative aspect of the question honestly and openly. Acknowledge the concern or weakness, but focus on how you've worked to overcome it or what steps you've taken to improve. Be specific and provide examples to illustrate your progress.

**Example: "One challenge I've faced in the past is managing competing priorities and deadlines. However, I've implemented strategies such as prioritization techniques and time management tools to address this issue effectively. For instance, I started using a task-tracking system..."**

**End on a positive note or with a forward-looking statement:** Conclude your response by emphasizing the positive outcomes or growth opportunities that have resulted from addressing the challenge. Highlight how you've learned from the experience and how it has helped you develop valuable skills or insights.

**Example: "As a result of implementing these strategies, I've seen significant improvements in my ability to manage my workload efficiently and meet deadlines consistently. I'm continually seeking opportunities to refine my time management skills, and I'm confident that I can bring this proactive approach to the role I'm applying for."**

By using the positivity sandwich technique when answering negative-shaped interview questions, you can address concerns or weaknesses in a constructive and optimistic manner while still showcasing your strengths and qualifications. This approach demonstrates your ability to learn from challenges and grow professionally, leaving a positive impression on the interviewer.