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## CANDIDATE Issues

### ***Potential Interview Questions and Suggested Strategies:***

These are some questions that you may be asked during an interview and some suggested ways to frame your answers. While it is extremely advisable to learn the questions and create your OWN answers, it is equally advisable to sound natural and not wooden in an interview.

Most of the questions relate either to your ability to do the job (skills, education, and experience) or to examine the kind of person you are. Areas include your education, about you, your skills, the benefits of hiring you, why you are interested in the job/company, your work experience, why you are looking, your ability to work with other people, and your weaknesses and even salary.

These are suggestions and you should tailor them to your own circumstances...in order to avoid sounding trite or clichéd.

- Tell me about yourself?  
You can be certain that it will come up in one form or another. Thus, don't be flustered, remain calm and deliver your commercial; touch on your education, training and skills, professional career and why you are interested in this job.

- What is your management style?  
Give your honest appraisal of your style but remember, most companies usually prefer an open door policy. You may want to say that you are always available to talk through work and non-work issues. You are not just a manager...but a "motivator", "friend" etc. Go on to say how you delegate, supervise, review and give feedback on work.

- What is your biggest weakness?  
It is a cliché but it still rings true...make them positives. "I am a perfectionist" or "I keep working until the task is done." Then go on to say how you are rectifying it. Look for your own biggest weaknesses and be honest. In a negative question, the employer asks you to identify a weakness in yourself or to describe a situation in which you performed poorly. Answer honestly, but always turn it around and end on a positive note. Choose a weakness that is NOT central to the job. Further, always state what you have done to overcome the weakness.



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- What are your strongest points/attributes? This is generally a very good opportunity to lay out your qualities and establish your track record of accomplishments. Tie them directly into the job or role they are seeking. Be specific and exact in terms of the positives for hiring you.

- Why are you leaving your present job? If the company is closing your department or even operations say so. If it is a personal decision then explain honestly why you are moving on. Remember, the person on the other side of the table is human as well. Treat the interview as an opportunity to establish some rapport and make this interviewer a potential ally in the hiring process. Reasons for departure or interest in departure could include a material change in the Job Description, new manager with new personnel, relocation, industry downturn, product or management issues, etc..

- What do you know about our company? Why do you want to work for us? This is where your research done before the interview will pay big dividends. This question can be framed any number ways..."what do you know about our products/competitors?" You must know products, services, company size, company turnover, reputation, goals, training, management style, key staff and even threats and competitors. Make certain that you have studied and practiced these answers before going into the interview. Make use of all available resources so that the interviewer knows you are intelligent and took the time to find out more about their company before walking through the door.

- Why are you interested in joining us? Again research on the company will pay dividends. Make certain to approach your answer from

the perspective of the interviewer. Would you hire yourself for this role based upon your answer? Take the interviewer's position and make the answer count for them, not you. Describe your benefits and match them to the company's needs.

- How do you handle criticism? Well no one likes to be criticized, but if it is constructive then it will help your performance. Say that you take criticism as you give it, "constructively."

- How do you persuade someone to agree with your point of view? Communication, listening and explaining your views together with the reason for it. If there are a range of views you must consider each one and look at the pros and cons of each and then conclude with the reasons for your selection.

Please do your best not to answer any question with a yes or no. Please be certain to have a game plan going into the interview. It is after all, your salary and quality of life that you are auditioning for. Make it count from the start. The better you can perform on the initial and subsequent interviews, the greater the level of desire to hire you will be. Be certain to script out your responses and practice them with another person you trust enough to tell you the truth about your answers. Have specific examples of your accomplishments ready and in your mind based upon the research you have done or knowledge you have about your potential employer. Following this strategy and being as prepared as possible will lead to greater levels of successful interviewing and closure rate.

## Get Ready: Some Questions For Them!

Being prepared to perform your best on an interview includes preparing questions for your potential employer. Take time before the interview to rehearse your questions so they create an impression that you are not only interested in the position, but that you have done your homework. Some examples:

1. What are the three most significant tasks you would like me to accomplish in the first 6 months on the job?
2. What type of performance goals and review criteria would you use to evaluate my performance?
3. How will my success or failure impact you personally as my supervisor?
4. What can you tell me about your own professional growth at this company?

There is no excuse not to be ready for their questions and vice versa. An interview is an exchange of information and an opportunity for both sides to sell themselves. Prepare to shine by having tactful and well thought out questions for your interviewer.

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