



JOB INTERVIEW SKILLS

1. Tell me about yourself?

- a) I'm energetic, and a great communicator
- b) Working in sales for 2 years helped me to build confidence and taught me the importance of customer loyalty.
- c) I'm punctual, dependable, can counted upon to finish what I started.
- d) I understand my customers' needs
- e) I consider myself hard-working / reliable/ dependable/ helpful/ outgoing/ organized/ honest / cooperative

2. Why did you leave your previous job?

- a) I've learnt a lot from my current role, but now I'm looking for a new challenge, to broaden my horizons and to gain a new skill-set-all of which I see the potential for in this job.
- b) I'm looking forward to better opportunity to grow in job wise and financial wise. I want to learn more things, where am working.
- c) I'm looking for a job where I can grow with this company
- d) I was laid off/ made redundant, because the company relocated/ downsized/ needed to cut costs.

3. What are you currently doing?

- a) My work is important to me, so instead of rushing to accept the first thing that comes my way. I'm taking my time and being selective to make sure my next role is the right one.
- b) I'm working on several freelance projects while actively job seeking.
- c) I'm spending time being a stay-at-home mom and volunteering at my daughters' school
- d) I'm taking some continuing education classes and seminars

4. What do you find most rewarding about being sales (marketing, HR, and so on)?

- a) I really enjoy making contacts and spending time talking with people. The most rewarding part of being in the sales, for me, is the time spent with

customers, helping them makes the right decision about a product.

- b) I'm a people person. I was always happiest and most satisfied when I was interacting with customers, making sure I was able to meet their needs and giving them the best possible customer experience.
- c) I'd like to stay in a field related to training no matter what happens. I was too interested in business to work at a university, but I believe that teaching is someone in my blood. I've been good at sales because I took the time to educate my clients. Now I look forward to training the new hires.

5. What are your strengths

- a) I believe my strongest trait is my attention to detail. This trait has helped me tremendously in this filled of work
- b) I've always been a great team player. I'm good at keeping a team together and producing quality work in a team environment.
- c) I'm an adaptable person. I work for three different management styles and expectations of me. I'm able to adjust my approach to meet each of their needs.

6. What are your weakness

- a) I've never been very comfortable with public speaking, which as you know, can be hindrance in the workplace. Realizing this was a problem. I asked my previous employer if I could enroll in a speech workshop. He said "yes". I took the class, was able to overcome my lifelong fear. Since then, I've given lots of presentation audience of over 100 high level executives. I still don't love it, but no one else can tell.
- b) I had troubles in the past with planning and prioritization; however, I'm now taking steps to correct this. I just started using a pocket planner.
- c) I might need to learn to be more flexible when things are not going according to plan. This is something I'm working on at the moment.

7. Tell me about a difficult situation you have faced?

- a) In my last job I sometimes had to answer to IT questions. I would often go on the Internet and look for blogs on the topic I need to learn about. I enjoy learning new things, so research is actually one of my hobbies.
- b) I have faced number of difficult situations but the one that comes to mind now is (Describe the situation). I was able to deal with it by assessing the situation, determining the possible different approaches and deciding on the most effective one. I had to remain unemotional and objective and focus on solution.

- c) I'm a perfectionist and I may be too hard on my co-workers or myself sometimes.

8. Where do you see yourself in 3-5 years from now?

- a) Although it is hard to predict the future, I sincerely believe that I will become a very good financial consultant. Believe that my abilities will allow me to excel to the point that I can seek other opportunities as portfolio manager (the next step) and possibly even higher.
- b) In five years, I see myself as a valued employee of a company. I want to be an expert at my position and start training to be a manager.
- c) My goal is to become a leader in five years. Although not everyone gets promoted to this level. I believe I can achieve this goal through hard work.

9. Why should we hire you?

- a) I am a fast learner, I had to learn totally new operating system in my last job, and I was up and running within a couple of weeks.
- b) You require someone who can perform a wide range of administrative duties. I have a track record of carrying out these different tasks efficiently and successfully.
- c) I have the right combination of skills and experience for this job. I also bring the additional quality of strong analytical and problem-solving ability as shown by my introduction of a more efficient workflow system at ABC Company.