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# Interview Questions

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**ARE YOU ANSWERING THEM CORRECTLY?**

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# Your Answers Should Always Be Focused

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- Think about **what** you are applying for. Your answers should always depend on what you **applied** for, and your skills/experience/qualities that would make you the perfect fit for the job.
- Answer all of your interview questions with the thought of 'job related' answers and information.
- Always review and practice your answers **BEFORE** your interview. Have a friend 'interview' you so you can practice... and before **every** interview.
- Keep your answers limited to 30 seconds to one minute.

# 7 Most Common Questions

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1. Tell me about yourself.
2. What is your greatest strength?
3. What is your greatest weakness?
4. Why do you want to work here?
5. Why should I hire you?
6. Where do you want to be in five years?
7. What is your ideal salary or hourly wage?

# 1. Tell me about yourself.

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*What they really mean is - why are you the best fit for the job you applied for?*



Do **not** answer with any *personal life* information! Answer with job-related information only.

# Tell me about yourself.

## Example:

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You are applying for a cashier/retail job, and you have three years of experience.

Example answer:

*“I have three years of retail experience including money handling. My cash drawer has always balanced, and I work well in a fast-paced environment. I can also stand for my entire eight hour shift.”*



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## 2. What is your greatest strength?

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*Think about this in work-related terms:*

What is a strength you have that will make you a great fit for the job you applied for?



# What is your greatest strength?


## *Example:*

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If you are applying for a receptionist position and you like being organized...

*Example answer-*

*"I like being organized. I am really good at organizing and streamlining materials and projects."*

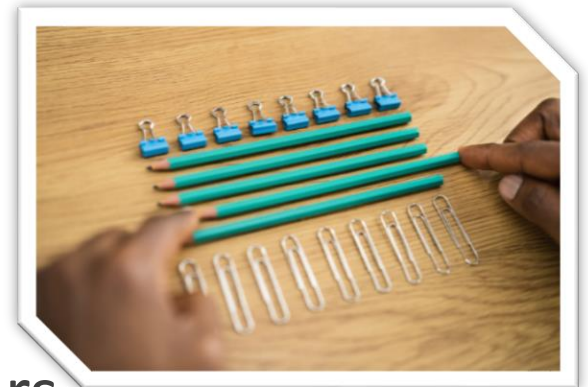


It would also be a good idea to give an example of when you used your organizational skills.

# 3. What is your greatest weakness?

*Think in work-related terms:* Sometimes a person's biggest strength at work is also their biggest weakness.

- I am project driven and can't stop until it's done.
- I tend to be a perfectionist and sometimes ask too much of others.



A weakness is *less of a weakness* if you are aware of it and are able to *keep it in check*.

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# What is your greatest weakness?

## *Example:*

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You are applying for a receptionist position and you like being organized.

Example answer:

*“My biggest weakness is also my biggest strength; I like being organized! I can be really hard on myself if things seem to start getting unorganized. However, I know that things do change and sometimes adjustments just naturally need to be made.”*

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# 4. Why do you want to work here?

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*What they really mean is:*

Do you know what our company does and what you can do for our company?



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# Why do you want to work here?

## *Example:*

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If you don't know what the company does, do a little research. You can easily search the company name on the Internet to find this information.

Suppose you are interviewing for a production job.

Example answer:

*"I appreciate your company's focus on quality products and its excellent safety record for the last three years. I would like the chance to grow as a part of your team."*

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# 5. Why should I hire you?

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*What they really mean is:*



Why are you the best candidate for this job?



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# Why should I hire you?

## *Example:*

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Remember, think about what qualities you have that would make you an asset to their team. Use words or skills they listed in the job description.

## *Example answer:*

*“You said you were looking for a detailed person, and I am very thorough and detailed. I was able to boost employee production at my last job because I was able to streamline processes.”*

# 6. Where do you want to be in five years?

*What they really want to know is:*

Are you planning on leaving us soon?



# Where do you want to be in five years?

## *Example:*

Employers do not like employee turnover which is very expensive. Make sure they know you plan on staying with their company.

### *Example answer:*

*“I plan on still being here, but I hope to have learned more skills and be placed in a different position with more responsibility.”*



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# 7. What is your ideal salary or hourly wage?

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*What they really mean is:*

Are you asking for more than they are willing to pay and is this interview a waste of time?





# What is your ideal salary or hourly wage?

## *Example:*

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It is important to know that all companies already have a set amount that they are going to pay the person they hire.

### *Example answer:*

*“I know you probably already have a set amount you plan on paying the person you hire and that will be fine. However, after the new employee probationary period is over and after I have proven myself as a valued worker, I hope that we can discuss pay again at that time.”*

# Illegal Questions

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Some employers may not realize that there are certain questions that should not be asked during an interview *unless* the question specifically relates to the **job requirements**.

## Some illegal topics:

- Race, Color or National Origin
- Religion
- Birthplace
- Sex, Gender Identity or Sexual Orientation
- Age or Genetic Information
- Disability
- Family Status



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# Common Illegal Questions

One of the most asked illegal questions by employers is:

**‘Do you have children?’**

Most employers who ask this have usually had an issue with employees missing work because of their children.



*What they really want to know is:*

**Will you miss work because of your kids?**

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# Illegal Question: Do You Have Children?

The **wrong thing to say** is: “I’m not going to answer that because you know it’s an illegal question.”

Answer the question they really want to know: “Will **you** miss work because of your kids?”



*Example answer:*

*“Yes, I have 3 children. I have great child care and back up child care, if needed. My last supervisor will tell you I missed very few days for any reason.”*

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# Ending the Interview

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Interviewers like to know that you are interested in their company and they may ask one final question. “Do you have any questions for me?”

Be prepared for this by writing down a few questions to take to the interview:

- Does your company have any new projects planned this year?
- What do you like most about this company?
- What is the average number of years people work here?
- Why did the last person in this job position leave?
- How long does the training for this position usually take?

# LOCATIONS

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## **COOKE COUNTY**

1311 North Grand Ave.  
Suite 200  
Gainesville, TX 76240  
940-665-1121

## **FANNIN COUNTY**

1205B E. Sam Rayburn Dr  
Bonham, TX 75416  
903-640-0222

## **GRAYSON COUNTY**

2415 South Austin Ave.  
Suite 105  
Denison, TX 75020  
903-463-9997

**1-888-813-1992**

**[www.workforcesolutionstexoma.com](http://www.workforcesolutionstexoma.com)**

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