

The difficult part of preparing for an interview is trying to predict the questions that you are going to be asked by the interviewers. Though it is impossible to predict every question, the questions below are 10 of the most common questions that are asked. Use the questions below and the potential responses to help you create your own answers. If you master these common questions you will be that much closer to acing your interview and landing the job.

Most Common Interview Questions	How to Respond the “Right” Way	Your Best Response
What are your weaknesses?	Handle this difficult question by minimizing your weaknesses and emphasizing your strengths . Stay away from personal qualities and concentrate on professional traits: "I am always working on improving my communication skills to be a more effective presenter."	
Why did you leave (or why are you leaving) your job?	If you're unemployed, state your reason for leaving in a positive context: "I managed to survive two rounds of corporate downsizing, but the third round was a 20 percent reduction in the workforce, which included me." If you are employed, focus on what you want in your next job: "After two years, I made the decision to look for a company that is team-focused, where my experience is a great fit."	
What salary are you seeking?	It is to your advantage if the employer tells you the range first. Prepare by knowing the labor market information for your area, and your bottom line or walk-away point. One possible answer would be: "I am sure when the time comes, we can agree on a reasonable or negotiable amount."	

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Why should we hire you?	Summarize your experiences: "With five years' experience working in the_____ industry and my proven record I could make a big difference in your company. I'm confident I would be a great addition to your team."	
What are your goals?	Sometimes it's best to talk about short-term and intermediate goals rather than locking yourself into the distant future. For example, "My immediate goal is to get a job in a growth-oriented company. My long-term goal will depend on where the company goes. I hope to eventually grow into a position of responsibility."	
Tell me about yourself?	This is probably the most asked question in an interview. It breaks the ice and gets you to talk about something you should be fairly comfortable with. Have something prepared that doesn't sound rehearsed. It's not about you telling your life story so, stick to your education, career and current situation. Work through it chronologically and without a lot of detail.	
What is your greatest strength?	This is your time to shine. Just remember the interviewer is looking for work related strengths. Mention a number of them such as being a good motivator, problem solver, performing under pressure, having a positive attitude, taking initiative and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.	

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Are you willing to travel or relocate if necessary?	This is something you need to have very clear in your mind prior to the interview. There is no point in saying yes just to get the job if the real answer is actually no. Just be honest.	
How do you handle stressful situations and working under pressure?	There are several ways of addressing this one. You may be the sort of person that works well under pressure; you may even thrive under pressure. You want to give specific examples of stressful situations and how well you dealt with them.	
Do you have any questions for us?	This one tends to come up every time. Have some questions prepared. This will show you have done some research and are eager to know and learn as much as possible. You probably don't want to ask more than three or four questions. Try and use questions that focus on you becoming an asset to the company.	

Information derived from <http://www.Monster.com>

Information derived from <http://www.hcareers.com>

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