

Preparing for an interview can be a difficult and nerve-racking experience. The questions below can help you get prepared for your next interview. Use the questions, the recommended responses, and create your best response. Use your school, volunteering, and other experience to guide you to the best answers. You will then be on the road to nailing your interview and landing the job!

Top 10 Interview Questions	How to Respond the “Right” Way	Your Best Response
1. Where do you see yourself in 5 years?	This is the question that is asked a lot to candidates with minimum or no experience. Employers may encourage personal or truthful answers, but be careful. Your answer should be clear, concise, and provide how you want to grow and gain experience.	
2. Why do you think you are a good fit for the company?	Interview preparation is vital for these types of answers. Research the company. Employers are not going to be expecting in depth details, however, you can respond effectively with, “When I reviewed your website...”	
3. Tell me about yourself?	This is another interview question designed to spot weaknesses. You should answer this question with your education and accomplishments. Stay away from answers about your personality, social life, etc. No matter how friendly the interviewer seems, ask yourself, “If the company was a person, would the company want to know what I’m saying?” Companies care about how you will contribute to the organization and what proof you have that you would be a model employee.	

Top 10 Interview Questions	How to Respond the “Right” Way	Your Best Response
<p>4. What made you choose this job?</p>	<p>This question is often asked if the candidate is seeking entry level positions at jobs that are unrelated to their major or background. You should answer this question as though it was your plan all along. Tell the interviewer(s) about how your skills and education in that different area will translate into this new position.</p>	
<p>5. What do you see your day-to-day being in this position?</p>	<p>This can be a challenging question especially if you do not know specific duties you will have. You should try and be general but also add in things like: managing time to complete tasks, etc. to show that you can adjust and finish items you are responsible for.</p>	
<p>6. What do you hope to learn from this job?</p>	<p>This can be a tricky question. If you have minimal experience the interview might feel they would have to train you more, than someone with a needed skillset. Since you should know what skills you will need for the position try and make your existing skills fit that. This will show your transferrable skills will work in this position and so will you!</p>	
<p>7. What part of your previous experience do you think translates to being successful here?</p>	<p>If you are someone with little or no work experience to use here, you need to formulate a cohesive and impactful response that shows your problem solving and quick thinking. This will show the interviewer(s) that you have the skill set to be successful even without have a lot of traditional job experience.</p>	

Top 10 Interview Questions	How to Respond the “Right” Way	Your Best Response
<p>8. What do you know about our company so far?</p>	<p>Interviewers don't want you to simply regurgitate facts about the company; they're probing to see if you have a general sense of what it's all about. What makes the company different from its competition? What is it known for? Has it been in the news lately? If it looks like you haven't done this basic research, your interviewer will likely wonder how interested you really are and whether you even understand what the company does.</p>	
<p>9. What’s most important to you in a new position?</p>	<p>Interviewers want to understand your career goals and whether this job will fulfill them. After all, if you’re looking for a job with lots of public contact and a highly collaborative culture, and this job is mostly solo work, it might not be the right fit for you. It’s in your best interest to be candid and specific when you answer this so you land in a job that aligns with what will make you happiest.</p>	
<p>10. What questions do you have for me?</p>	<p>At the end of every job interview, you'll likely be asked if you have any questions. At this stage, ask open-ended questions about office culture and questions that clarify the position. Also ask about next steps in the hiring process and the employer’s timeline for getting back to you. Avoid questions about benefits and pay— hold those for once you have an offer.</p>	

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

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

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

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.