

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 and the recommended responses to help you create your best response. Use your previous work 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. Tell me about yourself?	This question is the opportunity for you to explain your skills and experiences. Use this to elaborate on your resume and provide a clear and concise message that will provide the interviewer(s) great information about you.	
2. What skills do you consider as your greatest strength?	The best way to respond is to describe the skills and experiences that are directly related with the position in which you are interviewing for. This can help the interviewer(s) see you in the job.	
3. What do you consider your most significant accomplishment?	This can help get you the job, so be sure to select a response that can convey that you can bring the same level of accomplishment to this position. Select something that makes an impact.	
4. What are your career goals in the next 5 years?	Explain how you hope to receive additional responsibilities and make yourself an asset to the company. Do not be too specific with your goals; avoid names of schools, companies, etc.	

Top 10 Interview Questions	How to Respond the “Right” Way	Your Best Response
5. Why do you believe you are qualified for this position?	Have two or three main parts of the position and explain how they are most relevant to you. Select technical skill or specific skills relating to organizational communication and interpersonal skills.	
6. Tell me about a complex project you completed under a deadline?	This question is used to determine if you are detailed oriented and analytical thinker who can analyze and adapt to difficult situations. Provide an example that shows those skills.	
7. What do you like or dislike about your current position?	Be careful when answering this question. Stating you dislike overtime when the potential job requires working overtime may cost you the position. Choose your dislikes with caution and focus more on your likes.	
8. Why do you want to work for our organization?	A good answer will demonstrate you have knowledge of the company and industry. You can mention specific reasons as to why you want to work for that company. These reasons can include: company management philosophy, company values, growth/success of the company etc. In order to have a great answer, you may need to research the company before the interview.	

Top 10 Interview Questions	How to Respond the “Right” Way	Your Best Response
9. Please tell me about your technical skills?	Focus on your computer skills, the interviewer(s) wants to know if you are computer savvy. Mention you use Excel, Word, Outlook, Power Point and any other computer skills you may have.	
10. Why should we hire you for this position? What kind of contribution can you make to the organization?	This is your opportunity to summarize your skills and re-state specific attributes and accomplishments. Demonstrate you will bring a thoughtful, organized, and strong work ethic to the position.	

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

Information derived from <http://www.jobsearch.about.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.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.