

INTERVIEW GUIDELINE

THE MOST POPULAR INTERVIEW QUESTIONS

made by recruiters



LET'S GET PREPARED

The best way to get ready for a job interview is to take some time to review the most common interview questions you will most likely be asked. Knowing what you're going to can eliminate a lot of interview stress.

You don't need to memorise an answer, but do take some time to consider how you'll respond. The more you prepared, the more confident you'll feel during a job interview. The key things to remember when you answer any question are:

TO KEEP IN MIND

- Keep your answer relevant. If you are asked to outline your strengths, don't give a long list. Pick one or two key areas. You may have a dozen strengths, but pick the ones that your interviewer most needs the successful candidate for this job to have.
- Listen to the question, and answer the question you've been asked. Don't sidestep difficult questions. Your interviewer isn't stupid - they'll notice you're doing it and they won't like it.
- Answers only the question you are asked; don't give much extraneous information. Keep your answers as brief as you can without omitting anything relevant.

OUR TIP

Always prepare yourself and try not to be stressed during the interview. The key is to be positive and believe you will get the job.

Review examples of the best answers for the most frequently asked interview questions in several different categories, and advice on how to answer.

TELL ME ABOUT YOURSELF

This is usually the first question asked in a job interview, and it is your chance to leave a good first impression on your potential employer and make yourself stand out from the crowd. You want to make sure that you're selling what an interviewer is buying. Think about what they'll be interested in by really understanding the job description and the traits that they're looking for and make sure you focus on those strengths, as this will capture their attention from the start.

It would be best if you kept your answer brief and concise; beginning with your qualifications and jobs you've held. There is no need to go into too much detail at this point. Your answer shouldn't be any more than 3 minutes.

There are three different sections that you want to make sure you cover showing drive:

1. Education & Experience
2. Highlight accomplishments.
3. Show drive, energy, & motivation.

They are most likely to ask you to talk about what you're like at work.

EXAMPLE: 'I'm a people person - I enjoy working with people and being part of a team. I'm the sort of person who likes to get stuck into a project, and I really enjoy seeing a project right through from initial planning to the final stages ...' and so on.

WHAT DO YOU ENJOY MOST IN YOUR CURRENT JOB?

This can be a kind of trick question. The interviewer is tempting you to indicate that there are things you don't like about your job.

Even if your current job is rock bottom, don't badmouth it. On the other hand, don't exaggerate the good qualities of the position, because this may indicate that you are not ready to move. The only answer you can give is to say that you enjoy most everything about your job.

If you think this sounds a little implausible, you can pick out one or two favourite parts of the job - making sure that they will be essential parts of this job too, should you get it. So you might say, 'I'm lucky. I can't think of anything I don't enjoy about my job. However, I suppose the thing I enjoy most is dealing directly with customers. That's why I've applied for this job; because I'd like the opportunity to spend even more of my time doing it.'

WHAT IS THE BIGGEST CHALLENGE YOU'VE FACED AT WORK?

So long as you're prepared, this is a great question. It would help if you had an answer ready for it to get the best from it. The idea is that you not only describe the challenge

but also how you coped with it. So you need to pick an example that makes you look good.

There is something else behind this question, too: the interviewer is also finding out what you consider a challenge. So think hard about the example you want to pick. Will it be a tough decision? A difficult situation? A system that needed overhauling to improve results? You get to choose, so pick something that will be relevant to this job, as always.

Tell the story naturally and keep it to a few minutes at most. It shouldn't be too long or dramatic just a picture of what you are like at your best under tough circumstances - and how that benefited your employer or teammates.

EXAMPLE: "When the software development of our new product stalled, I coordinated the team which managed to get the schedule back on track. We were able to successfully troubleshoot the issues and solve the problems, within a concise period."

WHY DO YOU WANT TO LEAVE YOUR PRESENT JOB?

It doesn't matter if the real reason is that you can't stand working with your boss any longer, or the company pays pathetically low salaries. Keep that to yourself. The interviewer is looking for a positive reason for moving forward, not a negative aim to avoid a job you're not happy in. What you have to do is to keep your answer professional, so that it looks like you are looking for an opportunity, that only they can provide.

THE BEST ANSWERS TO THIS QUESTION ARE:

1. Career growth: "Because I want to broaden my experience and I think I can do that better in a new organisation' (or words to that effect). If it's relevant to the job, you can expand on this briefly. For example, if the job entails giving many presentations, you might say, 'In particular, I enjoy presenting and it's something I've become very good at. Unfortunately, there aren't that many opportunities for me to develop my skills further where I am now."
2. Looking for new challenges: Seeking newer avenues and more significant challenges that the current job can't provide. "I'm looking for a bigger challenge and want to grow my career. I couldn't job hunt part-time while working. It didn't seem ethical to use my former employer's time."
3. Enhanced education: Looking for a professional promotion to meet your enhanced abilities and knowledge." I recently received my degree, and I want to use my educational background in my next position."
4. Workplace Distance or Relocation. "I'm relocating to this area due to family circumstances and left my previous position to make a move."

NEVER CRITICISE ANY OF YOUR BOSSES - FORMER OR CURRENT.

The interviewer may be your future boss and wants to hear you being loyal to other bosses, even behind their backs. So always be positive - also if your boss is a first-rate sh**. Just say something like, 'I'm lucky to

have a boss who is very good at her job' and leave it there.

The point is not only that your interviewer wants to see that you are loyal, but also that your interviewer is aware they don't know the other side of the story. So you may know your complaints are justified, but to your interviewer, they may make you sound like a carping whinger who is likely to talk about them in the same terms if they employ you.

WHAT DO YOU THINK IS THE ROLE OF A...?

You should have thought this question through before you are asked it (as you should have done for all of these questions). I can't tell you the answer since I don't know what post you've applied to. However, it would help if you answered concerning the big picture:

- The overall objective of the job
- Key responsibilities

As you may realise, you can pick up significant clues from the job description if you applying for a job in your usual line of work. However, you will also want to draw on your own experience. This question is sometimes given as a test; if this happens, the interviewer will interrupt to disagree with you. They aim to see whether you can defend your case calmly and convincingly, so don't be thrown by their interruption. Ask them politely to justify their assertion that your description of the role is wrong ('what makes you say that?'). Then show that you can argue your case thoroughly and without becoming defensive.

This is a great opportunity to demonstrate that you've done your homework.

Keep to the relevant points - size, turnover, nature of the business, growth and business ethos. Start by researching the company online. Check the company's LinkedIn page

and the company website to review the information provided by the employer. Also, check to see if you have any connections at the company who can provide you with insight and advice.

Search Google News for the company name so you can find the most current information available on your prospective employer.

Keep your answer in brief, but add one or two things that suggest you've gone deeper than merely reading the annual report. For example: '... and I notice in the trade press that you've just signed a couple of massive deals in Eastern Europe.'

WHY DO YOU WANT THIS JOB?

Interviewers will be listening for a response that shows you've researched the company. Your answer should also emphasise what you can contribute - what will you bring to the position? Be specific about what makes you a good fit for this role, and mention aspects of the company and job that appeal to you. Even if it's true, do not mention salary, hours, or commute as the primary reasons you want the job.

Be prepared- that is the key to success.

- **Learn about the company's business, products, solutions, reputation, culture before the interview.**
- **Make a list of your skills, educational, and other qualifications that match the job description.**
- **Put in writing what your long-term career goals are and what the company is offering to you toward getting closer to that.**

SAMPLE ANSWERS:

- The work I find most stimulating allows me to use both my creative and

research skills. The buzz on this company is that it rewards people who deliver solutions to substantial problems.

- This company is a place where my qualifications can make a difference. As a finance executive well versed in the new stock options law, I see this position as made to order. It contains the challenge to keep me on my toes. That's the kind of job I like to anticipate every morning.

WHAT DO YOU FEEL YOU CAN BRING TO THIS JOB?

This is another question that gives you a chance to shine. You need to talk yourself up if you need this job. Make sure that you mentioned that you have the skills, the experience that is required for the position and mention how they will benefit the company by having you instead of someone else.

You need to link your experience or skills to the requirements of the job. So pick about three key strong points in your favour that are relevant to this job. For example: 'I'm very experienced at dealing with customers, including tricky ones. I get on easily with other people, so I work well in a team. Moreover, I'm naturally organised and find it easy to handle paperwork and fit in with whatever systems I need to. As I understand it, these are all important skills for this job.'

SAMPLE ANSWERS:

- My best attribute is passion. Without love for what you are doing, it is not possible to ideally perform your job. I have always learned if I am going to

- do something, I should put my greatest effort into it.
- My strongest attribute is my determination. I take on every challenge head-on and do what I need to accomplish my goals, even when the challenge is difficult.
- I can bring dedication and a drive to succeed in this company. I've always been appreciative of what the organisations I have worked for have done for me, as well as what I can do for them. I'm a loyal and dedicated employee, and I want to do my absolute best for the company I work for.

The interviewer isn't going to employ someone who'll be out again before they've got their full value from them. To indicate that you'd like to stay a few years.

SAMPLE ANSWERS:

- I believe that this company can offer me a rich and satisfying career, and I would like to remain employed here for as long as I am having a positive impact.
- I want to pursue my career here for as long as I have the opportunity to.
- I want to remain employed here for as long as my services are needed.

WHAT ARE YOUR GREATEST STRENGTHS?

One of the questions you should be looking for. It is time to show to the interviewer that with a few adjectives you have the vital skills to perform the job. Be very concise in what you choose to describe you, be short

and refer to the job description, but paraphrase it with related words.

WHAT IS YOUR BIGGEST WEAKNESS?

Who would like to even tell the negative aspects of him/herself? However, it is a great time to shine brightly. You can use the Red Herring Strategy- which means don't take it seriously and find weaknesses in yourself, but twist the situation in your favor:

- Tell another strength (I am terribly organized, that everything in my office is easily
- accessible)
- Tell a weakness you had when you started working the first time, but you learned it while working and perfected it
- Tell something personal (I can't run for too long, my knees hurt)
- Show you have got a modest sense of humour

Choose only one of the above, and show you got a friendly and modest personality. This question generally assesses your attitude.

Try to be general while answering and show your will, drive and motivation to move forward with your career and knowledge.

Answer in a way that the interviewer will see potential in you and the desire to contribute to their company. You should try avoiding telling a specific goal, which is unreachable from the company, and also do not be too dreamy because this discourages the interviewer to proceed with your application.

HOW WOULD YOUR COLLEAGUES DESCRIBE YOU?

Now it is time to talk a bit more about what you were asked to develop the answer on

“what is your greatest strength”. It would help if you focused on the strongest and positive skills you have and that will be relevant for the job position. If the position will be working in a team- you should mention that your colleagues see you as very communicative and supportive. Or if you are more of an introvert, you could say that they see you like a quieter one but always there to offer help.

HOW WOULD YOUR FRIENDS DESCRIBE YOU?

This is pretty much the same question as “How would your colleagues describe you?” However, now it is time to show more social skills, in terms of how good you get along with people. Actually, how we all describe our best friends, as loyal, helpful, someone who is near you on your worst and best days.

The interviewer is trying to assess your general skills and the kind of person you are and the values you possess seen through the eyes of your friends who are people that know you well. In any case, do not show how many friends you have, especially when your circle is small, after all, this question should let you talk about your skills.

WHAT OUTSIDE INTERESTS DO YOU HAVE?

This question will help more building a clearer picture of you as a person. Your hobbies and interests will show to the interviewer the type of person you are in general, but at work as well.

Analyzing the sports you like and practice; they will see if you are competitive, chill, sporty if you are more social or closed. You should be original and truthful in all the answers you give, do not try to impress the interviewers with cool sports you do not practice, because you never know, they

might be practising them too and ask you more detailed questions that you would not be able to answer. By just this simple question, you might prevent yourself from being hired.

WHAT HAVE YOU READ AND ENJOYED LATELY?

Again by this question, the interviewer is in the attempt to understand you. Be yourself, no certain book makes you look better in their eyes. You should show your uniqueness and the kind of literature you read and you enjoy.

Your interviewer is looking for two things in this question: 1. if you read, and 2. what is the genre you generally read which shows in a way your personality. The things we like show the person we are; therefore, you should pick a book that will show you and the skills you want the interviewer to know about you.

READY ANSWERS:

The previous questions are the ones that generally are asked in every interview and if you answer carefully and truthfully will give the right impression to the interviewer offering you the job.

The main thing is to be honest in every word you say because eventually, the truth reveals as you saw that many questions were related to each other.

When you try to escape, you will by default show many personalities, which is not what you want to do and not what the interviewer is looking for.

**Be sincere,
concise,
BE YOURSELF.**

ESSENTIAL QUALITIES

There are a few essential qualities you need to plan.

BE RESPONSIVE

You can show this in different ways:

- Be On Time- you should wait for the interviewer and not vice-versa
- The answer to the question you are asked for, instead of revealing some unwanted information
- **Answer in full sentences, instead of Yes/No => it puts off the interviewer**

BE COMMITTED

Employers want candidates who feel passionate about what they are doing. Personal investment of the candidates since the hiring process is very important to assess the commitment skill.

BE CONFIDENT

- Confidence is what employers are looking for now. The business is quite competitive and a candidate that cannot handle an interview with confidence will much likely not handle their work with that attitude.
- By any means, confidence should not be translated as arrogance, but you should rather show modesty answering the questions calmly, concisely, and firmly.

BE ENERGETIC

Energetic people are perceived as more productive and positive. They are an inspiration for their colleagues and are capable of taking extra miles. So, sit straight, make eye contact, speak clearly, smile if needed.

BE ENTHUSIASTIC

Show the enthusiasm by being interested in what the interviewer is explaining to you, and also be attentive and listen actively.

BE FLEXIBLE

During the interview, maybe other users might be made to you, or there might be added other points to the job description => Are ready to accept and be open to the offers.

MOST INTERVIEWS FOLLOW THE SAME FORMAT

1. The introduction, which includes a short welcoming chat, and continues with the interviewer making an overview of the company and the job position.
2. General questions, which are questions asked to all the candidates and assessing the general skills of the candidates, interests and personality.
3. Application questions, which are following up questions regarding the position you have applied for. This is the essential part of the interview as the interviewer is interested to see if you have what they are looking for.
4. The last but not least, they will give you the chance to ask questions. This might seem
5. easy, but it is very crucial to ask the right questions.

a. Advice: Read carefully and understand the job description in order to make use of it, when questions are thrown at you. The job description is the referring point to be successful.

Having the right information and a clue what steps the interview will follow is half of the work done. However, the professionalism should accompany the interview from the start to the end, no matter what the style of the interview is.

Impressing the interviewer is not only the verbal communication and the information you reveal.

There are other skills that have the same (or even more) importance in making yourself likeable and suitable for the position. You need to deliver the whole package:

- **CREATE YOUR "VISUAL RESUME"**
 - Make sure your attire is sending the right message about your capabilities;
 - Shift your fashionista style to the style that shows competency, respect, and is appropriate for the occasion;
- **SUIT UP**
 - Unless you are told differently, always wear a suit for a first interview. For women as well a pantsuit is recommended;
 - A suit is a sign of respect for the company as well as the person interviewing you;
 - It's always better to be overdressed than underdressed;
- **BE TRADITIONAL**
 - "You don't want people to stop and stare;"

- "You need to understand the balance between looking trendy and looking current;"
- Clothes may make the man, but beware the wrong shoes, especially if they're unpolished;

- **NON-VERBAL COMMUNICATION**

- Keep a good posture, and make eye contact;
- Speak clearly and adopt a similar tone to the interviewer. If they are formal, respond the same way; if they use humour, adapt to that;
- Don't interrupt the interviewer - even if they interrupt you;
- Don't ask many questions during the interview, just a few clarifications;

The most essential element during an interview is to show the interviewer a positive idea about you and your personality. The impression you give to them as someone who has confidence, is honest, and has the doer mentality.

In order to achieve this goal, there are certain steps and rules you need to follow:

- Be precise and clear in what you want to deliver. Depending on the question, some need very concise and short answers, others a bit longer; nevertheless, do not continue for too long- the interviewer loses the interest. (1-2 min)
- Be specific and provide every skill you mention with an example from your experience or education to show how you acquired that skill.
- Relate your skills with the requirements and the tasks you need to perform for the position

you are applying- referring to the job description.

- Be **HONEST** in everything you say. After all, the product should have what the description tells. Please do not twist the truth, but instead choose a warm and positive way to say it.
- Be thankful and respectful regarding your present or previous employees. Regardless, how the situation or relationship has been, the trick in this question is to understand your loyalty. You do not want the interviewer to get the idea that you will be negative towards them when you leave their company.



Experts have an obvious idea of what they consider positive and negative behaviours during an interview; here you find some useful hints which will drive you to conduct a fruitful talk with your interviewer:

GOOD

- Answering exactly
- Answering concisely and clearly
- Sticking to facts, data, verifiable information
- Showing self-confidence and calm
- Showing you are clever
- Showing awareness of your skills and value, which you are considering to offer to the hiring company

BAD

- Giving info which was not required and irrelevant with respect to the asked question
- Getting lost in long explanations, listing experiences and skills
- Answering with opinions, points of view
- Showing distress, discouragement, low self-confidence, or getting defensive
- Trying to be too clever
- Showing you feel uncomfortable under examination, or showing you are looking forward for it to finish.

TYPICAL TRICKY INTERVIEW QUESTIONS

During the interview some questions, more than others, could be particularly tricky and could hide some undeclared recruiters' intentions to understand something of you which is just indirectly related to the question they ask you.

Remember, anyway, that a professional recruiter has no interest in making the interview harder for you, except when he needs a quick and intuitive hint about some of your features which are attractive to him. However, when you are prepared for tough questions and you understand how to avoid them, these questions become easier and comfortable to manage.

Recruiters make tough questions for a good reason: they want to understand how you react under pressure and whether you told the truth during your previous answers.

TRICKY QUESTIONS CAN EXPLORE YOUR BACK-GROUND IN DIFFERENT ASPECTS:

1. Your person
2. Your career
3. The job you applied for
4. Questions about your weaknesses
5. Questions inviting to express negative thoughts about others
6. Salary questions

7. Typical unexpected questions

QUESTIONS ABOUT YOUR PERSON

These questions explore your personality, your typical behaviour, your disposition in heading problems and solving situations, your attitude to work with other people, and so forth.

For every answer, you give, try to answer in such a way that you fully reply to your recruiter's need of information, and at the same time that you underline to him the parts of your background that better fit to the skills required for the job you applied for.

HOW DO YOU BEHAVE WHEN YOU HAVE TO WORK UNDER SOMEONE ELSE'S SUPERVISION & ORDERS?

What is the recruiter really asking

The recruiter is trying to understand if your presence inside a team, and more in general in the company, will jeopardize the ongoing equilibrium and the boss' s authority; your interviewer could be your future boss as well, so he is trying to figure out if you are going to be a valuable and added asset to the company, or you are going to be hardly manageable and undisposed to follow direction.

How to handle the question

It is in your interest to show that you are well disposed of in receiving direction, in respecting orders and instructions your supervisor gave you, and that you are easily manageable and reliable. You can also reinforce your thought by adding some consideration about team working, such as "a work which requires team action and cooperation, needs also a figure able to coordinate this team, to lead it and to assign commitments to the components, and it is in the duties of the workers to follow this figure, in order to successfully achieve a shared target"; another way of proving you really mean what you answered, is to give some example from your previous

experience which shows that you were loyal following your supervisor's direction.

HOW DO YOU REACT IF YOUR SUPERVISOR MAKES SOME REMARKS ON YOUR WORK?

What is the recruiter really asking

This question is linked to the previous one: your supervisor will have to criticize and correct you from time to time, and the recruiter wants to see if you will accept criticism or you will make problems about this.

How to handle the question

You are not perfect in your job, and if you are, you are applying for a new position, eventually for a new company, so there are surely some aspects you are not aware of, and... you are human, you can make mistakes. The proper answer is the one that shows that you are disposed to criticisms, as long as they are motivated and founded, and you find them useful and constructive for your personal and professional growth.

DO YOU FEEL COMFORTABLE WITH ROUTINE TASKS?

What is the recruiter really asking

The recruiter is checking if you are a focused person if you take your job seriously (the "boring" part of it included), or you will pay little attention and commitment to some aspects of your future employment.

How to handle the question

If the job entails routine tasks, and you applied for it, you should be ok with them, and you have to stress the fact that you are a precise person, who loves to accomplish the daily duties with order and commitment.

WHAT KIND OF MANAGER ARE YOU?

What is the recruiter really asking

The recruiter does not want you to explain him your managerial skills in every aspect and in all its particulars; he just wants you

to choose some aspect of you that you consider really important to define you as a manager.

How to handle the question

Talk about a couple of managerial skills you have, better if linked to the job you are applying for. You can also reinforce your answer by adding some example of how you handled some problem exploiting your leadership.

DO YOU HAVE A LEADING ATTITUDE?

What is the recruiter really asking

This is similar to the previous question, and it is usually asked when you apply for works which require leadership.

How to handle the question

As before, you can answer by pointing out some experience you had, not only inside the work environment, in which your leadership skills were successfully exploited. Also better when you show you are a natural born leader (e.g. you were president of some students association during high school or university).

ARE YOU A GOOD TEAM WORKER?

What is the recruiter really asking

Similarly to previous questions, the recruiter wants to discover why you would consider yourself a good component for their team and he wants to understand if you will be well inserted in a context in which every component of the group has to fit for it, since otherwise, the risk would be to lose the whole group.

How to handle the question

Again, briefly point out some of your major skills in team working (e.g. "I enjoy cooperating and finding solutions together with my colleagues", "I like to work in a team, and I consider it the best way to perform a good job"); again, if you can provide an example of how you did conduct in a team previously, it would help your answer in being clearer and more reliable.

WHAT IS YOUR APPROACH TO A PROJECT?

What is the recruiter really asking

This is a usual question for a project job (e.g. a project manager position); here the recruiter wants to assess if you have a logical approach to a project job and if you have an organizational attitude.

How to handle the question

In your answer, you show you are result-oriented and you manage the project with the capacity of scheduling and programming the activity, basing on:

- The due date: you make your schedule according to it;
- Resources and actions needed to complete the project;
- The budget plan, from the time and the economic resources point of view;
- Unexpected things happen, foresee them by allocating part of your budget to contingency.

Three to win

Before meeting with the interviewer a critical step is to understand which personal characteristics are the best for you, so you can try to focus on demonstrating them to the interviewer.

Once you are sure about them, think about how to show them with a big dose of confidence to the interviewer. For example, when you will be asked about yourself or what your colleagues/boss would say about you, bring these best characteristics into play.

Here is a list with some of the characteristics you could choose and build around them:

Honesty
Enthusiasm

Dedication
Attention to detail
Integrity
Energy
Reliability
Creativity
Flexibility
Initiative
Authority
Patience
Leadership
Diplomacy
Confidence
Focus on objectives
Determination
Good communication
Good interpersonal skills
Calm under pressure

HOW DO YOU DEAL WITH STRESSFUL SITUATIONS?

That's a question that will be asked if it applies to the job. A way to deal with it is to show that when you are in a stressful situation, you can be positive and productive. Also, give an example of a situation you handled well.

HOW CREATIVE ARE YOU?

Another question that needs to be answered only if you need to be creative. You can answer it by giving examples, be ready to explain them and show some of your techniques that improve your creativity.

HOW DO YOU GET THE BEST FROM PEOPLE?

If you are applying for a managerial position that's a question you will be probably asked. The interviewer here wants to hear that you have some specific skills like:

- Good communication
- Teamwork skills
- Recognizing each person as an individual
- Setting a sound example
- Praising good performances

HOW DO YOU RESOLVE CONFLICTS?

An example is essential to pass through this question. Make an example of a conflict with your previous team and show the way you solved it. Probably you will need to demonstrate some techniques like:

- Fairness
- Addressing problems with individuals privately
- Making sure you get to the root of the problem
- Finding a solution that the people involved are willing to accept

HOW WOULD YOUR BOSS DESCRIBE YOU?

Answer with honesty, firstly because the interviewer may be your boss and secondly because they might want a reference from your previous job, so your answers should tally with your boss's opinion about you. Try to show aspects of yourself that you didn't show previously like you are hardworking, ethic, loyal and willing to pitch in other projects when needed.

WHAT DO YOU DISLIKE MOST AT WORK?

Remember that you love working, you are motivated every minute of the working time and the interviewer is there to show him that.

There is no reason to say that you don't like working, although you were for a long time

in the previous job and it's hard to start from the beginning.

QUESTIONS ABOUT YOUR CAREER

At this point, the interviewer wants to see if you fit in the long-term planning. He wants to know about your career goals, how fast or slow you aim to move up at the company so that he has a perspective about you fitting in their plans.

Clear and straight answers should be given, you have to know what your goals are and how to achieve them because he is the only one who knows if you are the right for this position in the long term. Misleading the interviewer will be bad not only for your company but also for you because you might end up with a role that doesn't suit you.

WHY HAVE YOU BEEN SO LONG WITH YOUR PRESENT EMPLOYER?

A good answer is to say that you were getting different roles through the years or that the company was constantly growing and despite the frequent changes you were actually always working for the same boss.

WHY HAVE YOU BEEN SO LITTLE TIME WITH YOUR PRESENT EMPLOYER?

The interviewer wants to hire someone who is going to stay for a long time in the company. You have to show that you aren't just looking for a job and you sent CVs to everyone who is hiring. You could say that you would like to settle with a company for several years but you haven't found what you were looking for, so you had to move on.

YOU LOOK LIKE A JOB-HOPPER TO ME

Your CV might give the impression that you barely stick with a company before you are off again. It might make the interviewer concerned that you could also leave this position in a few months.

You should approach this question by saying that you want to settle down with a company in which you find challenge in your work and achieve your goals.

The last thing you want is to start a lengthy, defensive justification for every job you have left or tell the reasons that made you leave them.

WHAT IS KEEPING YOU BACK FROM FINDING A JOB?

The interviewer might think that you aren't that good if no company is hiring you. You need to show that it is your choice that you don't have a job yet, that you are looking for the right one that is worth spending time and effort in order to achieve your personal interests and make a contribution to the company.

WHAT ARE THE MOST SIGNIFICANT ACHIEVEMENTS IN YOUR CURRENT JOB?

To answer this question you have to show the qualities you have exhibited in order to accomplish this achievements. You should start with the most recent, showing the difficulty to complete it and if it's possible be relevant with the job you are applying for.

WHAT CAREER DECISIONS WOULD YOU CHANGE IF YOU COULD START FROM THE BEGINNING?

Don't say things that make you look like you are not happy with your current state, don't try to make hypothetical improvements because you will need a lot of explanations. You should show that you are happy with the way things have come, you don't look back with regrets and you invest your energy to achieve your goals.

DO YOU THINK YOU HAD A SUCCESSFUL CAREER UNTIL NOW?

This is a one-word answer and the right one is 'Yes'. To expand the answer you could explain what a successful career means to you, like being in an interesting job that is challenging and in which your efforts are appreciated.

DO YOU BELIEVE YOUR CAREER HAD ITS LOW POINTS AND HASN'T BROUGHT YOU AS FAR AS YOU WOULD LIKE?

You shouldn't pretend that your CV looks better when it doesn't.

Show you are positive. Say that you might have had some problems in your career but you have left them behind and you are looking forward to a successful career.

WHEN WOULD YOU EXPECT PROMOTION?

"When I deserve it. When I demonstrate my value to the company". These answers are the most suitable for this type of question. It is important not to give a precise time frame, but remaining fairly generic.

You should also show how this work suits your long-term prospects: "I want to be part of an organization that can offer me many opportunities, that would allow me to grow up with it, acquiring skills and experience."

QUESTIONS ABOUT THIS JOB

This question is to evaluate your true motivation. The interviewer wants to know why you think you are the right candidate for this role, what is your expectation, what is the contribution that you can give to the company.

You have to convince him that you really are the right person because you have the necessary skills and that you are excited to become part of this company.

HOW CAN YOU ATTEND THIS INTERVIEW WHILE YOU'RE EMPLOYED ELSEWHERE?

You must definitely avoid giving the impression of a dishonest person.

You cannot tell the interviewer that you lied to your boss to be in that interview. Saying you have an excuse like "I had a medical examination" or "I have to take the kids to school" is definitely not the right choice. What do you expect from your interviewer if you tell him that you have a medical examination, once you have been hired? Surely you're lying.

The only justification that could save you from this tricky question is that you're on holiday or that sometimes you have free time and you're not taking advantage of your working time?

HOW DOES THIS JOB FIT INTO YOUR CAREER PLAN?

It is a good idea to give a very general answer. Engaging in a specific career plan might be dangerous. You could say something like: I want to grow in this area (Marketing, Accounts etc), because it is what I like and I can give my best through my knowledge and I think this company can give me the opportunity to really improve my professional profile.

WHAT APPEALS TO YOU LEAST ABOUT THIS JOB?

We need to convince the interviewer that we are excited and convinced that this is the right job for us. So we have two possibilities: we could say that all appeals to us, or we have to nominate some of the work that is small, not so essential and universally unpopular.

We need to express this concept in the most favorable terms. For example, we could say that the reordering of the archive is a very relaxing task for us.

ARE YOU TALKING TO OTHER ORGANIZATIONS AS WELL AS US?

Let the interviewer know that you are actively looking for work and that you have other contacts with other companies: that could make your application more interesting.

It could also stimulate your interviewer to offer higher wages. However, you have to consider the stage where you are in your recruitment process: if it's just an initial stage, you might be discarded.

You have to evaluate this answer according to the situation, but you should try to look as attractive as possible. After all, you are in some way "selling yourself, your know-how" and we all know that in the negotiations the threat of competition makes the deal more interesting.

WHAT OTHER TYPES OF JOB OR ORGANIZATION ARE YOU APPLYING TO?

The best thing to do is not to name any particular company. Remain vague, saying that it is not correct to divulge this information. You will give the interviewer the impression that you are a reliable person.

However, you have to convince the interviewer that this one, in particular, is the job you want to do, then you can say that you have applied for positions as much as possible similar to this type of work. Just saying that you're looking for a job and that you have used in several areas is not the right choice.

HOW LONG WOULD IT TAKE YOU TO MAKE A USEFUL CONTRIBUTION TO THIS COMPANY?

You cannot give a precise answer to this question. For this reason, the right thing to do is to answer by putting additional questions like:

What are my goals for the first six months? What are the initial plans for me? You should use this type of questions to answer.

In any case, you could always answer that you expect to spend the first two weeks to gather the necessary tools to be able to give your best and you expect to be a useful contribution within the first weeks and achieve the goals, without disappointing the expectations in 4-6 months.

YOU MAY BE OVER-QUALIFIED FOR THIS JOB

The interviewer is wondering if your skills are too high for that type of work and if there is a risk that you can leave that job soon. The best answer is that you intend to stay with the company for some time.

You can say: "The company is a very dynamic and robust system, able to use the best its talents. I'm sure if my skills are strong enough they will find a way to keep me with them and to offer me a position where I can give my best."

WHAT DO YOU THINK ARE THE KEY TRENDS IN THIS INDUSTRY?

The interviewer will expect you to be very prepared about the company to which you are applying. Before facing the interview, you should always do extensive research on the industry, competition, customers, business opportunities etc. This is your time to show the fruits of your study and to impress the interviewer.

QUESTIONS INVITING YOU TO CRITICIZE YOURSELF

What is your biggest weakness? These type of answers are difficult to give. You must find the right balance between arrogance and humility. You have to make sure you admit your faults but do not give a wrong impression to your interviewer. There are

some tricks that you can use in this situation. If your interviewer has a sense of, you might try to be funny and make him smile. However, you have to be careful.

Some other techniques, when it's allowed, could be to give an example from your personal life rather than your work experience; picking something from a long time ago, which you can demonstrate that you have learnt from; giving an answer that you claim is a fault or a weakness, but your interviewer will see it as a strength. For example, you can say: "I am a very determined person. If I have a goal I put all my effort into that one, neglecting other aspects of my life as friends and family".

DESCRIBE A DIFFICULT SITUATION WHICH, WITH HINDSIGHT, YOU COULD HAVE HANDLED BETTER

You have to prepare this answer without improvising. The right thing to do is to tell a situation from a long time ago, where actually what had happened was not your fault. For example, you can say: "With hindsight, I can see that it would have been quicker to take that road to get to the office, but because I knew a little this area, I decided to follow the signs".

WHAT SORT OF DECISIONS DO YOU FIND DIFFICULT?

Seeming too perfect can be arrogant. Even if you have never had difficulty in making a decision we have to give an answer that looks convincing.

We need to shift the focus on a small weakness insignificant for the job for which you are applying.

For example, you can say that you find difficult to make those decisions that cause suffering for the others. For example, you can say that it is difficult to hurt someone, but only if it happened.

DESCRIBE A SITUATION IN WHICH YOUR WORK WAS CRITICIZED

Now you have to prove to be a person who accepts the criticism in a positive way. The critics need to help you to grow and to learn, and this is the message that you need to pass your interviewer.

The thing to do is to describe a situation where a long time ago you were criticized for something not serious. Then you have to explain extensively what you learned from that criticism and how you grew through it. Defensiveness is wrong. Holding a grudge does not give a good picture of you.

QUESTIONS INVITING YOU TO BE NEGATIVE

These questions help to understand attitude you have towards other people. Do what you can to look like a positive person who always picks the best part from the others.

WHAT IS YOUR PRESENT BOSS'S GREATEST WEAKNESS?

You don't have to say what you think. Criticising your boss is a wrong attitude. The interviewer could be your boss someday. It would help if you said something like: "I was lucky enough to have a good leader, always helpful and accommodating. I cannot think of a weakness."

HOW DO YOU EVALUATE YOUR PRESENT COMPANY?

If needed you can lie. It is a good company that offers some great opportunities. No matter what you think or what other people think. You definitely should not discredit the company. Moreover, if the interviewer asks you why you want to change your job then follow the answer discussed in "Most Popular Interview Questions".

WHAT SORT OF PEOPLE DO YOU FIND DIFFICULT TO WORK WITH?

You have to avoid to sound critical. Say that you feel comfortable working with any person, that you adapt quickly to the personality of your colleagues and that you enjoy working in a team. If you had to pick a type you found difficult, and it would be a person who is not committed enough in his work.

QUESTIONS ABOUT THE SALARY

In the beginning, it is recommended to ask them about the salary offered. If you don't know what is the average salary for this position, saying a specific amount will limit you, either you mean a low salary or a high salary. The most common questions are asked to get the specific amount. You can see the suggested answers below.

WHAT IS YOUR ACTUAL OR MOST RECENT SALARY?

This question has not to be answered. I mean, you can't explain what your present or last salary is. It is recommended to show that your expectation is not only about the money, otherwise about the whole pack of benefits. However, when they offer you the job, and you start to negotiate, then you can go deeper into this question.

WHAT IS YOUR SALARY EXPECTATION?

We are in the same position as in the last question. If you show them a low salary expectation they could order you this salary (when they can really know more) as it is the salary expectation you said you would agree with, on the other hand, if you answer with a high salary expectation they could be scared regarding your application.

The best way to deal with this situation is to highlight you were expecting more money or a higher range of salary but, anyway, you would agree with the proposed quantity.

HOW MUCH ARE YOU WORTH?

At this moment, if you were continuously asked about salary, it is good news. They should be thinking of an , and you should know which is the average salary for this position. First of all, you must value yourself as an essential asset for the company. Some research on the internet is always a great idea because you can compare the results and have an opinion of what to expect. If you are in the final part where you are negotiating the salary, because you have already received the order, saying that you believe your skills and your knowledge are above the average salary would be a great answer.

UNEXPECTED SITUATIONS

Sometimes, there are some tricky or just strange questions that can surprise you in the interview. These questions could be asked just as a normal question, to know your answer, or because they want to know how you feel and behave under pressure. These questions are very easy and simple to answer.

First of all, take your time, it is better to think the answer than to say the first thing you have in your head. You can always ask for repeating or clarifying the question. On one hand you will have a clear idea and, on the other hand, you have more time to think about it. Finally, act natural and show calm, they must see you feel comfortable and it is not a big issue to work under pressure.

SELL ME THIS PEN

Usually, interviewers try to ask this kind of questions to know your approach. It does not matter if you are applying for a sales, a customer service or an IT position, they want to know if you focus on features or on benefits .An employee is always a defender of the company, of the services the company is offering, sometimes you must know how to deal with these situations. They want people who can see from the other point of view.

TELL ME A STORY

We need to think about this one. The first thing we need to know is which kind of story they want to listen, whether a personal story or a job-related story. Usually, they want to know the second one, take your time and try to think about a favourable situation which shows your knowledge, your abilities, your team working character, your communicative skills, etc.

After all these recommendations and suggested answers, you are ready to answer any question, no matter how difficult it can be. If you prepared if you could easily do it.

The key factors are to take time before any difficult answer, not to show any weak point, not argue with the interviewer and not criticise.