

1. Tell me about yourself.

The interviewer doesn't want to know where you were born! Use this opportunity to tell them about your job-related skills, achievements, education and enthusiasm for the position.

2. What are your weaknesses? Areas for improvement?

This one requires a lot of thought. Try to identify something not too serious that can be turned into a positive. It should be job related but not critical to success in the position. Be sure to include your action plans for working on this area.

3. Why should I hire you? What are your greatest strengths? What qualities do you have that make you a suitable candidate for this position?

There are many different ways to ask this same question. In each interview it may be asked more than once. Be ready to talk about 3 to 4 of your main areas of strength as they apply to this job. It is very important to prepare examples to support your statements.

4. Where do you see yourself five years from now?

Try to show how this position fits into your career plans. Some ambition is important but the interviewer also wants to know if you'll be satisfied at this level for a reasonable length of time.

5. Do you prefer working with others or independently?

Either/or questions can be difficult. If you are not sure exactly what they are looking for, try to answer with the advantages of both. Explain that it depends on the situation and give examples of how you can manage both options.

6. Do you have young children? How old are you? Are you married?

Inappropriate questions are still asked sometimes. Try to be tactful in your response. You can express curiosity or confusion about how the question applies to the job. If you think you know the reason for the question you can respond accordingly, i.e. "If you are concerned about my family responsibilities interfering with my work, I can tell you I have always managed both effectively".

7. What salary do you expect?

The issue of money can be an awkward one to address in the interview. If the salary is not mentioned in job description, it is recommended that you do some research in advance of your interview. The general rule of thumb is not to ask a salary question in the interview, but the interviewer may raise it. In response, you can provide that range you expect, based on your research. The interview is not the place for salary negotiation...this occurs after you have received an offer.

8. What would you describe as your greatest accomplishment to date?

This question provides you with an opportunity to tell the interviewer something unique to you. What you chose as your greatest accomplishment often speaks loudly to what your values and motivations are so select something which puts you in the best possible light.

9. Do you have any questions?

This is a common ending point for the interview. Be prepared! Assuming you have done some research on the company, ask questions to clarify or expand on what you found. This not only demonstrates your initiative but also your motivation and interest in the job. Some questions you might ask are:

- What are the long-range goals of the company and how does this position fit in?
- What would a typical day on the job be like?
- What are the most important characteristics for a successful person in your organization?
- What do you like best about working for this company?
- Is there anything you know now about working for this company that you would have liked to have known before you started?

If all your prepared questions have been answered, use this opportunity to close the interview with a summary of your skills and statement of enthusiasm for the position.

Write your summary statement here:

Remember to thank the interviewers for their time and follow up with a thank you card or email.

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