



Interview Coaching

JOB INTERVIEW



QUESTIONS AND ANSWERS

By Chandra Vennapoosa



Interview Coaching

Job Interview Questions and Answers

Applying for a job can be a stressful and frustrating experience, especially for someone who has never done it before. Considering that you are competing for the position with lot of other applicants, it is imperative that you thoroughly prepare for the job interview, in order to stand a good chance of getting hired.



Among the things that you need to plan and prepare for would be the questions that will most likely be asked during your interview. Preparation is the key to making a good first impression, particularly for first-time applicants. Consequently, lack of preparation could lead to nervousness and inability to answer questions satisfactorily. I will help you do well during your job interview, which is why this section has been created to specifically guide you on how best to answer 31 very common interview questions.

Training Objectives

In this self-paced training guide, you should be able to:

- Determine the right things to say when answering common job interview questions
- Learn some helpful tips on how to communicate effectively during job interviews
- Know what not to say during job interviews
- Know what employers are looking for from their applicants
- Understand the reason why employers ask certain questions during interviews

Target Audience

This guide is designed to help anybody who is planning to apply for a job in any company, big or small. With the advice, tips, and guidelines provided in this section, you can better prepare for the interview and feel more confident during the question and answer session with your interviewer.



About the Author



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This Job Interview Questions and Answers eBook contains 31 questions with expert answers. All explanation and answers are based on my personal opinion.

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If you have any further questions, please contact me at Chandra at exforsys.com. I will be glad to provide any assistance you need with your career needs and interview preparation.

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Tell me three things about you, which are not found in your resume

When an interviewer asks this open-ended question, you have to structure your answer carefully. Although it seems quite simple enough and you may be inclined to give out just any information about yourself that you can think of, such as your favorite dish, music, and color, it really is not as simple as you think. If you want to impress the interviewer with your answer, you need to know exactly what to say when asked this rather tricky question.

Show Your Best Qualities

You probably do not realize it but the question, "Tell me three things about you, which are not found in your resume" is a question that an interviewer would ask to really get to know you. Of course, it is important that their impression of you would be something that would help them decide that you are suitable for the job. This being said, you should focus your answer on the good qualities that you have; qualities that would prove to be valuable to the job position you are applying for.

As an example, if you are applying for the job of an assistant manager in a department store and you happen to be the kind of person who likes to work with people and possess good people skills then you should mention that in your answer. Make sure to support your answer with examples too because this will prove that you are telling the truth and that you know what you are talking about.

Be Clear and Concise

It goes without saying that if you are not clear in your answers; the interviewer might not be able to understand what you are trying to say. Or worse, you would be completely misunderstood and instead of making a positive impression, your answers could impact you negatively. While answering the above question, use words that are simple and easy to understand. You are not trying to impress anyone with your flair for words so do not even attempt to go in that direction. And since the question requires "three things" about you, then



stick to it only. You can use ordinal numbers when enumerating your answers so that you will be easier to follow. Start with "first" and then proceed to "next" and followed by "lastly."

Keep It Short

Nothing can bore an interview more than a very lengthy answer. This person would prefer listening to brief answers rather than to hear you talk about yourself for a long period of time, so make sure to keep your answer short. A 2-minute answer is sufficient and should be able to give your interviewer a good idea of whether or not you are the perfect candidate for the job, based on the qualities you possess.

One tip to help you achieve this goal is to practice answering this question at home. Time yourself so that you would know if you could stick with 2 minutes and be conscious about not over-explaining or giving out unnecessary information to the interviewer.



What do you do when things do not go as planned? Cite an example

This question will gauge your ability to adapt to certain situations. Interviewers ask this question because they want to know how well you can manage problems and changes at work. A lot of people might be tempted to simply say, "I have never had problems when things do not go as planned" or worse, "I have never experienced that before". The first answer is fine as long as you are able to provide a supporting answer to it and be able to really show that you are, in fact, someone who can easily adjust yourself when changes occur.

On the other hand, saying you have never had any experience on the matter would only make the interviewer think of how naive you are, which is not really going to help you land the job.

What the Interviewer Wants to Hear

Employers want their people to be adaptable and flexible. This is necessary because changes happen in the workplace and those who show adaptability and flexibility are the ones who are still able to perform well in spite of the change. The interviewer, therefore, will give plus points to candidates who are able to prove that they possess these qualities. They are looking for people who are able to respond quickly and positively to changes and unexpected demands. Moreover, they also want people who can adapt their style and mindset positively in the event that problems and challenges take place.

Begin with a Single Sentence that Answers the Question

Many first time applicants (and even those who have applied for jobs several times before) tend to stammer and not be able to give a direct answer to this question especially if they did not bother to prepare. It is recommended that you summarize your answer in one sentence and then expound further later on.

This way interviewer will get clear idea about how well you can really adapt to a situation. Answers such as "When things do not go as planned, the first thing I do is to take a deep



breath and tell myself it will be okay". An answer like this can immediately give the interviewer an idea that you are a levelheaded person who knows how to handle situations properly.

Always Give a Good Example

Now that you have established a good first impression for this question, the next thing to do is to cite an example. The reason why an example is important is that a lot of people can say anything just to win the approval of others and yet not everyone is really being honest with what they are saying.

An example can validate or invalidate your main answer, which is why when citing an example, see to it that your interviewer will be able to comprehend and follow your thoughts. Moreover, make sure that the example you give should be relevant and helpful to prove to the interviewer how capable you are of adapting to changes in the workplace. If you do not have a work experience yet, citing an example on your experience in school would do.



Provide an example of a goal that you successfully attained

This question is something that an interviewer would ask in order to know how well you establish goals. Having the ability to set goals and achieve them is something that most companies would look for in a job applicant because this will say a lot about your performance as a potential employee, should you get hired. For you to provide an impressive answer to this question, it pays to read and follow the guidelines below.

What to Include in Your Answer

Although they may not say it outright, interviewers want to hear answers that define both your long-term and short-term goals. They want to know how you did it and what considerations you had to make to arrive at your decision. What this means is that they would want you to talk about what made you decide to set a particular goal and how you planned and organized in order to reach it.

Long-term goals are those goals that you want to achieve in the next 5 to 10 years, while short term goals are those that you want to achieve within a few weeks or a few months. The main focus in your answer should be the "how" because what the interviewer really wants to know is the things that you did to achieve your goals.

What Example to Choose

Because the question requires you to cite an example (which you should include, regardless of whether you were asked to or not), it is important that you choose the most appropriate example for the situation. In this case, you can use two examples; one for your long-term goal and another for your short-term goal.

Examples should center on your performance or any work-related scenario because these things are most apt for a job interview. A good long-term goal example could be about aiming for a higher job position in your previous company, and for the short-term goal example, you can mention an experience that you had when working in a team or an individual project.



Did You Do It Right?

You want to make sure that you are able to drive home a point, because your answer would be useless if the interviewer did not understand the message you were trying to convey. In order to find out if you are doing it correctly, put yourself in the interviewer's shoes and ask,

- Would I be able to understand if I answered the question in a particular way?
- Was I able to clearly explain how I achieved my goal?
- Are my examples appropriate and sufficient to validate my main answer?
- Are my explanations clear and easy to understand?

These are check points that you need to go through one by one during your preparation stage so that you will be able to answer the question well during your interview.



Has there been a time when you were presented a problem and solved it?

Has there been a time when you were presented a problem and solved it effectively through the use of your good judgment? Explain

This question may be rephrased or restructured in different job interviews but the objective of the interviewer remains the same: they want to know your ability to solve problems and make tough decisions. It is inevitable that every employee, whether entry-level or senior level, will be placed in situations that will test their decision-making skills; which is why you are put at a huge advantage if you can prove yourself capable of making good decisions and sound judgments. But how exactly can you prove that? This section will provide an explanation to help you.

The Best Way to Answer the Question

It goes without saying that the best way to tackle the question is to provide a short and straightforward answer. For people who have not prepared for this question, they may find it difficult to provide a solid response. They will probably take a few moments to compose their thoughts and then when they start to talk, they would fumble and get lost for words.

However, people who took the time to prepare for such questions can confidently provide an answer and be able to name an instance wherein they were able to use their good judgment. So, the best way to answer the question is to say, "Yes. There was a time when..."

Support Your Answer

As what has been reiterated several times in this guide, examples are very important because they serve two purposes: 1. to prove and justify your answers. 2. To provide more details. Thus, you should always be ready to cite examples. In this case, you should mention the most relevant example pertaining to decision-making.



If you are still starting out in your career and have no prior work-related experience, you can cite examples from school or a personal endeavor that you had in the past. It would be best if you can refer to a situation from work but it is not really a requisite, if none are available.

Checklist

Now that you already have an idea on how to answer this question, you should proceed to the next step: preparation. Practicing and planning ahead for this question will undoubtedly help you deliver an impressive answer during your interview. So, in the preparation phase, it is vital that you consider carefully the answer that you want to give.

In line with this, you should also choose your examples well. Surely, at this point, you have already experienced several situations when you were handed a difficult problem and resolved it, so be wise in deciding which among these examples to use to get your message across. Practicing how you deliver your answer is likewise recommended so that during the interview, you will know exactly what to say and how to say it.



What is your way of building rapport with a person you just met?

Recruitment officers would, more often than not, ask a question about rapport building. They want to find out if a candidate has the necessary skills to converse with people and feel comfortable in their presence. Whether it is a behavioral interview, or just the traditional type of interview, you will most likely come across a question that asks how well you build rapport with people you know as well as with people you have just recently met.

Giving a good answer to this question will be to your advantage, thus, preparing for it can definitely help you. In this section, you will learn about why companies consider building rapport a job competency. Moreover, you will also be guided on how to properly answer the question given in such a way that you will be able to gain the admiration of your interviewer.

Importance of Rapport Building

Conversation skill is important because it will help you build better relationships not only with clients and customers, but also with the people you work with. These people may be your boss, your colleague, your teammate, or even the accounting staff that you frequently talk to on matters concerning your job. Because you will always interact with other people, your interviewer would want to know how well you could build rapport.

Finding the Right Answer to the Question

Rapport building is a job competency therefore if you want to increase your chances of getting hired; you must be able to prove that you possess this competency. So, when answering the question, make sure to clearly explain it to your interviewer. You should make use of specific details about a certain situation; explain the steps that you had undertaken in order to develop rapport with someone. Also include in your answer the outcome of the situation (i.e. you were able to form friendships with a client, which helped you earn more sales). Your interviewer will look into your way of building rapport so be sure that you are able to describe clearly.



Walking the Talk

Although the interviewer can pretty much assess your rapport building skill right from the beginning of your interview, he or she will also want to hear what you have to say. The ability to build rapport can first be determined through a person's facial expressions, confidence, and the tone of voice. Later on, the ability to carry a conversation will also determine how well you can build rapport with another person. All these things are observable and your interviewer will know if you indeed possess the ability to build rapport with ease.

Now, moving on to your answer to the question, you will also need to make sure that you are able to "walk your talk." It would be hard for your interviewer to believe that you can easily converse with a complete stranger if you appear shy and timid during the interview. Although it is normal to feel nervous, you should see to it that you appear confident and easy to talk to during the entire course of the interview.



What will you do when you are not able to get your message across to your audience?

Have you experienced a time when you felt you could not get your message across to your audience? What did you do to remedy the problem?

In a job interview, potential employers would want to know the communication strengths of jobseekers. This is especially true for job positions that require excellent communication skills such as that of a customer service representative. It is important that you have prepared yourself well in terms of this particular skill.

However, one important thing to remember is that employers do not only ask your strengths and competencies. You are also tested on your weaknesses and flaws. It is usually through questions like this that a potential candidate is easily tested for the job. This type of interview question is considered behavioral-based.

From the term itself, the question seeks to find out not only an interviewee's honesty but also a gauge of the employer to predict the future work performance of the job candidate by comparing the past and present performance in a similar experience. Be particularly candid in your response but also be careful in the construction of your sentences.

Be Honest

Interviewers would appreciate a rather honest answer more than a fabricated story. These experts can tell when the person is making up something because they are specialists in reading people's minds and actions, so they can hardly be goofed around with during interviews. After the question is thrown, give it a few seconds or a minute to recall a not-so-complex experience about your flaw or failure in proper communication. There is no denying that at some point in your life, you have failed to communicate well to others.

Notice that when telling a story based from truth, words come out naturally and delivery is spontaneous. You must know that interviewers who happen to be psychologists have a way of



checking for validity or authenticity of your answer by repeating the same question in a rephrased manner at random parts of the interview.

Take it from Simple Experiences

In recalling past experiences to answer the question, think of a simple memory. The advantage of doing this is to keep your response brief and avoid too much sharing of information which can become a potential basis for more open-ended questions that would possibly lead to digging up other personal issues that ought not to be shared anymore. In sharing your story, highlight only the important aspects of it. Also, there is no need to mention the names of people who are involved in your story. Not to mean that they are insignificant, interviewers can just not make good use of such information.

Wrap it Up Positively

The most effective way to wrap up your answer to this question is to highlight your action plans to overcome such weakness or flaw. Interviewers are more than interested to find out how well you handle personal weaknesses in communication. They will use such information to assess your communication competence. Moreover, your reaction towards such experiences also reflects your personal character. To reiterate, end your short speech on a positive and striking note.



Tell me about a skill you recently acquired or improved

Tell me about a skill you recently acquired or improved. How did you do it?

Every employer that seeks for qualified individuals to fill in vacancies in their company has a list of qualifications for a suitable candidate. The field of profession is an essential element for a job position but given the competence of individuals these days in various fields apart from their area of expertise, many employers place huge weight on the skills or competencies of potential candidates.

A good example is the employment practice in a call center industry wherein BPO companies are in search of individuals with excellent English speaking skills regardless of the college degrees of jobseekers.

As an active jobseeker, you need to conduct a checklist of your personal competencies before applying for a job. During the job interview, employers will assess your skills, particularly those that are commensurate to the available job position. They only want to make sure that they have hired the right person for the job.

Furthermore, they prefer someone who already possesses the needed skills for the job more than a candidate who still needs to be trained in order to acquire the skill. When asked this type of question in the interview, your key technique is to highlight only the positive aspects of your efforts to improve on your skill, although an honest acknowledgement of your weakness is appreciated by the interviewer.

Acknowledge Your Weak Competencies

If you try to analyze the question, it is some sort of a follow-up to a question that seeks to know your individual weakness. Be quick to admit your lack of competency in a certain skill but refrain from dwelling too much on such weakness. Remember, the question is now geared toward the things you did to improve your skill in order to be qualified for the job.



Keep it Concise

Construct your response in a brief and concise manner when answering the question. By being succinct means getting rid of unnecessary details and emphasizing on the key points instead. In fact, a much better answer is to stick to a single key point and revolve your answer from there. Sharing of experiences may help to support your main point but keep it short and direct to the point. It is still safe to talk less but directly responding to the question than to say a lot of things and incur possible lapses on communication.

Highlight Your Interest to Continually Improve

Aside from stressing on your efforts to enhance on a skill, emphasizing on your constant motivation to become even better also creates an impression to the interviewers. Let them know what you are currently doing and what you continually plan to do to polish on that skill even more. Your employer may just perceive you to be a highly motivated individual who has the passion to strive to become a more effective person and an employee for that matter. You are sure to gain merits and plus points from your potential employer when you wrap up your answer to this question in this manner.



Do you seek advice from others when you have a question?

Do you seek advice from others when you have a question? Will you evaluate their inputs before you consider their advice?

A question such as this is asked by interviewers with a goal of determining an individual's preference in terms of who to look up to as their role models especially in decision-making issues. Just as you are required to mention a list of character references on your resume, your interviewer will also be interested to know the people whom you highly regard when it comes to making choices. The people you mention (who can be your mentors) are representations of who you would like to be. You need to choose these individuals well.

Since your answer will be used as a gauge of your qualifications, an intelligent answer with well-supported explanation is sure to strike a good impression from your interviewer.

Build the Person's Credibility

Since the question asks "Who", it simply seeks for a specific individual (or you can name a few if you wish) whom you personally perceive as an example in making important decisions. Start your response by naming the person/s and then giving a brief description about the person is in relation to you, what the person does, the individual's accomplishments, and why this person has created such an impact in your life apart from the aspect of decision-making. In your description, mention if you have personally worked with the person or if he or she is just one of those you constantly interact with apart from the work setting.

Mention the Accomplished or Important Individuals

An effective response to this question is to mention only the accomplished people who have some sort of relation to you whether in the personal or professional aspect. You might want to mention your former boss in your previous employment, or your parents whom you have always relied upon for the best advice, or your closest office colleague who has been your personal advisor when faced with dilemmas.



In your response, it is important to limit only the number of individuals to one or two. Remember that the question focuses on your personal decision making; mentioning quite a few names will only give the impression that you simply place your trust on anybody or anyone who you get to converse with.

Emphasize on Your Decision-Making Ability

The most important point in your response to this question is how you assess the inputs of your mentors. If you want to make an impression, never mention that you are reliant on other people's decisions for you. It simply denotes that you are not able to stand on your own feet when facing a challenging situation or when a problem arises. The best way to address the follow-up question is to emphasize to your interviewer that you are simply seeking for advice, suggestions, and opinions of trusted people in your life but the bottom line is to make the wise decision yourself. Create the impression that you know how to weigh things based on need and importance.



What do you do when someone criticizes you?

Here is another example of a behavior-based type of question. But this time, the focus of assessment is on your personality. Interviewers use your personal character as one of the basis in gauging your work personality. Remember that how you are as a person also reflects how you can be as a working professional. This kind of question tests how well you handle criticisms. Your reaction to criticisms and feedback on your performance tells your level of maturity as a professional.

Criticisms are usually associated with negative comments about an individual's capacities toward something. But the truth is criticisms are meant to help a person improve on areas that usually do not fall under individual strengths. This is meant with the best of intentions for continuous improvement in both personal and professional aspect. In a corporate setting, it is normal to receive feedback and criticisms for your quality of work and performance.

Keep it Positive and Constructive

One surefire way to impress a potential employer is to answer this question with a positive remark. First off, show that you know how to acknowledge criticisms by responding that you see it as an effective means of self-development. Tell them that you associate criticism with helpful comments or feedback rather than negative remarks about you. You can even mention the words positive and constructive to also describe the way you deal with criticisms from people.

Mention an Example

Giving an example or experience is one of the most of effective ways to support a main point. Your interviewer will be interested to know how you honestly dealt with criticism. Since you are applying for a job, quote your experience from a previous work setting. It gives the impression that apart from personal comments, you have the right attitude for the job. You can be viewed as a mature working professional by your potential employer.



In sharing an example or experience, keep it short as always. Provide the gist of your story and maintain an affirmative choice of words. You would not want the interviewer to be asking several follow-up questions after gathering more than enough details from your story.

Highlight Self-Improvement

What every employer wants to find out is how you made use of the criticism to improve on a flaw or weak point. Let them know your action plans or what you did to rectify a negative comment about your performance or your personality. For example, a comment on your communication flaws may be acted upon with drills and practices to improve on diction and pronunciation.

Make it a point to highlight self-improvement after acknowledging weaknesses. Tell them that you appreciate the feedback and that you need it so you can become a better person.

This is how to simply answer a question about criticism. For the entirety of your response, the whole idea must be about taking criticisms with professionalism and positivity. It makes a good gauge in terms of your level of maturity toward work.



What was the most important decision you ever had to make?

What was the most important decision you ever had to make? How did you arrive at that decision?

An important part of assessing your skills and personal character is to test your behavior towards trying or challenging situations. This is another type of behavioral-based questioning in which your answer is tailored from personal experiences as the interviewer's basis of your future performance in case they will consider you for the job. Employers would want to guarantee that the potential candidates they choose have good decision-making skills. A person who is able to make sound decisions when prompted with the need to do so is reliable enough to self-supervise without having to consult the immediate superior from time to time regarding decision-making matters.

Highlight a Major Decision or Two

When your interviewer asks this question, the mind starts to sort through a series of experiences in your life that mainly involve decision-making. Most people's problem is in controlling their train of thoughts. The idea is to limit your answer to only one decision-making experience that you consider as major or important. In addition, that experience has to be a positive one instead of choosing the unfortunate moments you went through. Share a major decision you made which did not only create an impact on you personally but also affected that of the others or a situation in a good way. Personal or work experience will do, as the focus of this question is your ability to make a personal decision out of the situation.

Expound or Elaborate

Interviewers are not just content on a simple answer especially if a question such as this requires you to support it with a sharing of experience. After highlighting that major decision from either a personal or professional experience, make it a point to elaborate further on why you have to make such an important choice at that time and how you came up with the decision. But refrain from providing a lengthy explanation; you do not want to bore your



interviewers with your overly detailed story. If there is a need to mention certain individuals who have helped you arrive at such decision in one way or another, then do so. Make it clear that you simply heeded their opinions but not to the point of taking their suggested choice for you.

Highlight Personal Learning and Improvement of Skill

Close your short speech with an emphasis that you have greatly learned from individual decision-making and that such experience has honed your ability in making decisions. Give your interviewer the idea that you can be trusted when it comes to making choices such as knowing which task to work on first and which task is less urgent. When you leave this impression that you simply know what do without being told, you have just given yourself an edge over the other candidates. Always wrap up your response in a highly positive manner. You can close it by telling them that you are being frequently consulted by people at work or at home for decisions.



Have you gone above and beyond your job description?

Have you tried going above and beyond your job description just to get the job done? Why did you do it?

When you are being asked with this kind of open-ended question, the employer seeks to know how you can market yourself or showcase your skills by placing an edge against the rest of the candidates who are vying for the same position as you. Moreover, your resourcefulness and competitiveness are also being tested.

Go through the list of qualifications that the employer requires for the job and check if you possess most of it, if not all of it. Employers are impressed with competitive individuals who make an effort to prepare themselves in the physical, mental, and emotional aspects before applying for the job.

Know the Company Profile in Depth

It is obviously common sense to study and learn the overview or background of the company you wish to work for. Yet, companies do not expect much from jobseekers when it comes to deeply knowing their potential employers. It is normal for them to interview candidates who barely know a thing about the company profile when asked.

What you can do is to conduct a thorough study of the company background, its products and services, company culture and even its mission and vision. Once the question is thrown at you, your interest and motivation will initially surface in how deep your knowledge is of their profile.

Showcase Your Efforts to Improve Your Skills

If you want to outwit the rest of your jobseeker rivals, let the employer know what you have done to make yourself efficiently capable of the skills that they have listed on the job opening. For example, if they require individuals with good computer knowledge, let them know the trainings you went through to learn sufficient knowledge to perform your computer-based tasks.



If the company seeks for persons with high typing speed, let them be aware that you have practiced well enough in order to attain that particular requirement. Making them aware of your efforts to prepare before coming to the interview only goes to show that you are highly interested to get the job.

Highlight the Trainings and Seminars Attended

Normally, employers expect the jobseekers to come to their office and attend the interview just as they are. That is why in their search for the most potential candidate, they either choose the one who is already equipped with the necessary skills or they would opt for the one who is the most highly trainable.

As part of answering this question effectively, identify the trainings and seminars that you joined as preparation for the said job position. You will make the employer think that you are equipped with the needed job competencies. Share to them what you learned and how you can apply your learning to the job once you will be chosen for the position. Moreover, you can tell them that you enrolled in a continuing education program to help you become more qualified for the job.



Do you like working in a team or alone? Explain

Employers would like to find out the ability of a candidate to work in a team so during interviews, this common question is asked. While they prefer potential their employees to be self-supervised individuals, they also want them to understand the value of teamwork by easily getting immersed in teams.

You will most likely be endorsed to a team or a department if you get to nail the job. However, your employer must make sure that you have no issues working with a team which means sharing of ideas, knowledge, and even your skills to the team members. It should always be your goal to impress your potential employer with positive answers during the interview.

Make "Yes" the Only Option

Since the question is plainly asked in a closed-ended manner, give a plain 'Yes' or 'No' answer. Yet, as the previous paragraph mentions, the way to impress the interviewer is to show positivity in your response. Although working alone is not completely bad, collaborating with a team is still a preferred option of employers when looking for their candidate.

Answer this question with a resounding "Yes" and stick to it. Set aside the fact of working alone if that is really how you are. Taking both options of working with a team and working alone in your answer will only allow for a lengthened explanation. Aside from that, the interviewer will get this idea that you may be a type of person who is not completely comfortable with the idea of working with other people.

Show Support for Teamwork

Every employer would choose job candidates with a team player attitude. Let them feel that you are really comfortable working with a team through a supporting explanation in the form of experiences. The best kind of experience to demonstrate is your previous work example. It is always safe to use work-related experiences in a job interview. That way, your potential employer can relate them to your future job performance and your personality as a working individual.



In sharing your experience, avoid having to mention misunderstanding with other team members or any failures that you experienced working with a team. This may be asked in another question, so try not to incorporate it with this one. Focus on the benefits and advantages of working with a group of individuals. In stating reasons, always remember to keep the list down to a minimum. One to two strong reasons to support your answer will do and never leave your reason unsupported with even a brief explanation of why you say so.

Reiterate Your Response

The safest way to close an answer to a question is to drive home to your main point. After explaining further your reasons, simply reiterate the fact that you are a good team player and you can be counted upon during team activities. The simpler the wrap up, the better and the easier it is for your interviewer to capture your message.



Describe a time when you had to listen to someone

Describe a time when you had to listen to someone. How did you show that person you were listening?

When your interviewer asks you this question, you are obviously being assessed on your ability as a listener. Listening is very necessary for proper communication among and between individuals. In a workplace where you have to communicate with work colleagues every day, you need to demonstrate good listening ability for a common understanding among each other. Answer this question with clarity of details as you were to describe a certain situation. Pick a fairly simple experience to share and prepare yourself for follow-up questions after your sharing.

Think of the Most Recent Situation

To avoid unnecessary delay in responding, think of the most recent situation and as mentioned in the earlier paragraph, choose a simple situation to share. This is not difficult to do since you engage in a conversation with people every single day. You probably might want to think of the time when your boss talked to you about something important.

You can also talk about the time when your office colleague approached you and vented out his or her frustrations towards work. Think of the last person who ran to you for a good talk on just about anything. Use that situation to answer the question. Do not worry about the kind of information that the person shared to you whether it is good or bad since it does not matter much. The interviewer does not assess it in the first place. It is your listening ability that is being gauged here.

Demonstrate Your Listening Ability in the Story

This is the meat of your answer to this question. Make it a point to minimize the details of your description such as summarizing the things that the person talked to you about. Your answer should revolve around the 'how' when you listened to that person. This should answer the follow-up question "How did you show that person you were listening?" Since it asks for the manner of listening, be specifically descriptive of your answer.



The verbal and nonverbal cues of listening are very essential. Say, you gave a nod or gave the person a pat on the back or you might have given short-spoken feedback such as "ok" and "alright" to show that you were listening. Do not miss out in describing your facial expressions and body gestures or body language. Include these details in your answer.

Stress on the Importance of Listening

You can wrap up your answer by telling your interviewer how the person appreciated your efforts to be all ears to him or her. You can also close it by stressing on the value of listening and how it strengthens relationships with people. Leave an impression that you understand the importance of good listening not just as a useful skill in the workplace but also a vital element that promotes good relations with all the people you deal with whether in a personal or professional setting.



What do you think about continuous learning?

Your interviewer would like to know if you are open for continuous learning so this question is asked during the interview. Your approach toward self-improvement is being evaluated. Employers see professionals as individuals who continually strive to develop themselves. It gives them an idea that such workers place high value on success. So, during an employee search for a particular job opening, they ask this question.

As an aspiring job candidate, you need to be responsive enough when asked your opinion about continuous learning. A single-liner answer is not sufficient enough to your interviewer. Since your viewpoints are needed, take this chance to showcase your ability to provide effective explanation to the main idea.

Positively Respond

The best and most effective response to the question is a clear affirmation to the idea of continuous learning. Provide a positive opinion to the main point. Use strong words of affirmation such as "believe", "agree", "support", and "in favor of". Make it sound like you personally believe in the aspect of constant learning. Your tone of voice should project a firm and confident manner as well to match it with your answer.

Take note, though, to refrain from the use of 'vague words' like 'I think', 'I guess', or 'Probably' as it connotes uncertainty and lack of conviction. When answering, give it a straight and direct opinion and tailor your initial sentence like this: "I support the idea of continuous learning" or "Continuous learning for me is..."

Stress on the Importance of Constant Learning

It is important to explain why you support continuous learning. Because you understand the value of it, then you must also be able to identify the benefits and advantages of such. Always stress on self-improvement and a greater chance to succeed in various aspects of life such as your career. Your potential employer will be impressed with your regard for self-improvement.



An individual with this kind of outlook in life can be an asset to the company. Employers need these kinds of people for the growth of the company. The knowledge and skills that the person acquires from constant learning can become a useful contribution to the needs of the company. Remember that every employer supports working professionals who place a high value of self-development.

Provide Ways to Continual Learning

After giving your initial response of affirming or supporting continuous learning, elaborate a little further on your key point. Simply identify some ways or means to show how a person can apply continual learning. Some examples could be attending seminars or trainings, taking certification exams, conducting unending research on new information, and taking continuous education.

In fact, if you are recently engaged in an activity that aims for continuous learning, go ahead and let the interviewer know about it. For example, you can say that you are now back in school, taking graduate studies. Or you can tell them the certifications you had and the trainings you have attended. The key here is to build your credibility in this aspect.



Describe a time when you had to convince a friend?

Describe a time when you had to convince a friend or colleague about an idea that you have.

This interview question is more commonly asked to job candidates for a supervisory or managerial position as it seeks to find out the ability of the person to convince or influence others. Yet, even on a regular job item, interviewers may also ask the question to job seekers to identify leadership potentials.

Not everyone is gifted with great persuasion skills, and if you are typically not this kind of person, this question may pose a challenge to you. You can be at risk for lulls and unnecessary pauses and you would not want this to happen in your interview.

Take this simple guide to structure your response fairly well and effectively.

Think of a Simple Situation

You can never go wrong with choosing a relatively simple and non-complex situation. Think of an experience without a lot of complications. Even if you have a story to tell, it does not mean that you are a winner by sharing your most complicated story. Keeping it simple is safe enough especially when in an interview. Moreover, keep the details of your story brief and meaningful. Simply present the idea and how you managed to persuade the person to go with your idea.

What Situation to Describe

Usually, the challenge in answering the question after it is asked is in the process of thinking what experience to share. An effective tip is to think of a time when you were able to successfully convince someone about something. However, steer clear of controversial issues in order to project a positive influence and keep the interviewer from thinking of prejudices about you.

You might want to share that moment when you were able to convince a friend on what color to choose, what movie to watch, or what food to eat. Stress that you were able to convince the



person because you think the idea you presented is more favorable and helpful for the situation at hand.

Sound Convincing Enough

Since the question is basically about your persuasion skill, it is only fitting to also sound convincing while sharing your story. A confident and enthusiastic tone of voice will do the trick. Well, you really have to answer in this manner the whole time during the interview anyway. If you feel you have good persuasion skills, you may have an edge over the other candidates so take this opportunity to showcase your skill. The interviewer will take note of your competence and shortlist you as a potential candidate for the job.

Since this question is quite challenging to answer during interviews, the technique is to answer using simple situations with an impact. To reiterate, do not complicate your story and do keep it simple. It is also not a good idea to fabricate a story to tell since it will obviously reflect on your delivery or voice tone especially if persuasion skill is something you are not good at.



Have you experienced being given too many tasks?

Have you experienced being given too many tasks? What did you do to meet your deadlines?

When you are in a job interview, one of the questions that you are going to be asked will have something to do with time management. Although there are job positions that have higher priorities for time and schedules, time management is still considered a must-have quality for just about any profession.

Answering a Question on Time Management

Time management is one of the most important ingredients for productivity. If you know how to manage your time well, you could get a lot of things done within the day. Everyone has only 24 hours per day, and yet some people are more productive than others.

Companies would always want to hire a productive person because this individual will be an asset to them, as compared to someone who hardly gets anything done in a day. For this reason, make sure that when a question about time management is asked, you should not just answer anything that comes to your mind, but instead, you must structure your answer in such a way that will clearly suggest you are excellent when it comes to managing your own time.

Why Time Management is Important

Ever wonder why there are seminars being conducted on the topic of time management? Did it ever occur to you why companies would spend a fortune just to train their employees how to manage their time? Well, these things only prove even further that time management is an essential quality that companies look for in people.

Apparently, there is a good reason why the interviewer wants to know just how well you manage your tasks. If Person A could finish 10 tasks in a day while Person B can complete only 5, then of course, the company they work for would be happier with Person A's performance and would wish that they had more people like him. A high level of productivity can help lower business costs, and conversely, low productivity will only mean a waste of resources.



How to Answer the Question

The key is to simply knowing how to organize and prioritize your tasks. This is something that the interviewer wants to hear from you. Of course, the interviewer would also want to know your method of managing your tasks and what your basis are for allotting a certain amount of time to each one. They want to know if your method of managing your time will fit their system.

Although many candidates would simply answer in a general way, it pays to be precise and clear with your answer. Explaining the “how” is crucial because it will give your interviewer the idea that you really are good at time management.

Moreover, giving concrete examples that would better illustrate your time management abilities would also be helpful since this could help prove how efficient you are in managing your tasks. It would be good if you use a relevant example, such as a job-related one. You can also talk about a situation involving school, such as when you handled a class project or an organization activity, if you have no work experience yet.



How do you approach a problem?

What is the biggest problem you ever had to face? How did you approach the problem?

Questions such as the one given above are something that job applicants should anticipate during their interview. Companies want to hire people who know how to solve problems because problems are inherent in every organization. There are always problems that employees would have to deal with but the reality is that not everyone is equipped with the right mindset, skill, and attitude to handle these challenges properly.

The Essence of Good Problem Solving Skills

People who stay strong and committed to their goals in spite of adversities are considered assets in any company. They are the ones who are able to get the job even if they are faced with problems that try to get in their way. If something goes wrong, they find a way to make it right just so they could do their job.

On the other hand, there are also people who cower when they are faced with big problems. Setbacks may paralyze them and keep them from performing their tasks. These kinds of people can be a liability to the company that they work for, and something that recruitment officers would want to avoid hiring, as much as possible.

Mistakes You Do Not Want to Make When Answering the Question

Mistakes can be made when you give your answer to the question above. But if you are prepared, you can also easily avoid possible blunders. Some of the common mistakes when answering an interview question on problem solving skills are:

When giving your answer, it is important that you arrange events in a logical sequence. Do not jump from one point to another and then go back to the first point. In line with this, do not also give too many points since this will only make your answer confusing.



Not clearly explaining your answer. Do not be in a hurry to finish your answer. Additionally, make sure to avoid using jargons unless it is one that the interviewer can understand. Use simple words and sentences, and keep to the point.

Provide an example that does not illustrate or show a high level of problem solving skills. If you could use a problem that is relevant to the job you are applying for, the better.

An Example

Here is a good answer that will effectively show a person's excellent problem solving skills. "I was once assigned to organize a company-wide project that would help boost employee morale and consequently increase their effectiveness. I planned to hold seminars and team building programs to achieve the project objective.

However, I was given a very limited budget and the truth was that the amount simply would not suffice. Because our management team is always particular about costs, it was clear to me that making a simple request for a bigger budget will not work. So what I did was I made a presentation that showed the benefits of each activity I planned and explained why it is a worthy investment for the company. In the end, I got approved for a much bigger budget than I had anticipated and the project was indeed very successful."

This answer shows that the applicant had good very initiative and analytical skills, which are important requirements to be able to solve any problem effectively.



How do you handle conflict?

Tell me about a time when you had a conflict with someone. How did you handle it?

There is always a reason why an interviewer would ask a particular question. It could be that the interviewer would want to know about an experience, skill, personality, attitude, knowledge, or ability that you have. Since interviewers do not know you personally, a good way to gauge your qualifications is to ask questions.

One of the things that recruiting officers would want to know is how well you can handle conflicts. This is because conflicts may arise at any given time in the workplace and if an individual does not know how to manage and resolve a conflict then it can be a cause for concern.

What They Want to Know

Interviewers want to find out how you usually react to a conflict. How did you manage it? What did you do to resolve it? They want to know if you are able to use your interpersonal skills to address the issue. Did you listen to the other person's side? Were you fair, reasonable, and open-minded? Additionally, they also want to know if you remained calm when the conflict occurred and if you were able to focus on the issue instead of getting carried away by your emotions.

Other things they want to find out are the techniques you used to manage and/or resolve the conflict, such as asking questions to find out the root cause of the problem as well as analyzing the situation from both sides and coming up with an acceptable solution.

What You Should Not Say

Sometimes, people can get carried away when giving an answer that concerns conflict management. This is especially true when they get to the part where they have to give an example. But there are things that are better left unsaid, and in this case, it would be wise not to put the blame on anyone (example: "my boss would not listen to me" or "my colleague



started it because she was being nosy”). When you begin to point fingers, it would give a negative impression of you.

Another thing you need to avoid is highlighting examples that would show you were the cause of the conflict. Obviously, you do not want to give the impression of being a troublemaker—nobody wants to hire such person. Instead, give an example that would demonstrate your ability to deal with conflicts.

How to Answer

When answering this question, it is necessary to answer in a clear and logical manner. First, you need to talk about the circumstance, so describe the situation as clearly as you can. Then, talk about the conflict; explain what caused it. Then go on and explain what you did in order to solve the problem. During this time, talk about the techniques or methods you used in order to come up with a viable solution. And lastly, point out the outcome of your efforts. Again, it is advised that you highlight on the positive outcomes of your conflict resolution.



Do you find yourself busy most of the time? Why?

Tough questions are not always easy to answer, but if you plan ahead and structure your response to such questions, then for sure, you will be able to impress your interviewer. Because there are lots of applicants vying for the job position that you are hoping to get, it is imperative that you ace your interview. One of the most asked questions during your interview with a recruitment officer will be on the topic of responsibility. Do you make full use of your time at work to do the things you are supposed to do? Or do you spend more time chitchatting with your friends? To know the most effective way to answer the question given above, read further.

The Essence of Responsibility

Being responsible is one of the most desirable qualities that an employee can have. When you are responsible, you do not need anyone to tell you to “do this and that.” You work hard even if nobody is around. Well, if every employee in a company is responsible, then the company can expect a high level of productivity from their people. Conversely, if one employee is being irresponsible, then it is almost difficult to imagine this person to work without being told or to always be efficient in completing tasks. If a responsible person could get the job done in two hours, it would probably take an irresponsible person four hours to finish. For this reason, companies are always on the lookout for responsible individuals who would like to work for them.

What They Are Looking For

Qualities that make a person responsible include initiative, hard work, perseverance, honesty, and the ability to handle time and schedules. A person who is responsible is someone who will find ways if none is handed to him. On the other hand, this person is also hard working and will not waste precious time doing non-work related stuff. This person will continue doing his or her job even if faced with difficulties and even if others are being unproductive. This person knows there is a job that needs to be done and he or she will keep at it until it is finished, even if nobody is watching. And lastly, a responsible person is also good at managing the time that he or she has and sets priorities well. All these things make a responsible individual, and if you have such qualities, then it will be to your advantage.



How to Answer the Question

Because this question wants to test how responsible you are in the workplace, it is suggested that you take a positive stance on a keeping yourself busy. Do not complain about the workload that you have or that your boss always assigns all the work to you. Cite an example that will exemplify your sense of leadership and ownership to your responsibilities. As much as possible, to talk about a situation that is relevant to the job position you are applying for.



How do you deal and overcome major challenges?

Was there a time when you had to deal with a major challenge? How did you overcome it?

Interview questions are targeted to help the interviewer know you better and find out if your skills and abilities would make you suitable for the job position that you are applying for. Even the most basic questions such as “Tell me about yourself” can say a lot about you. For tough questions, answering them is not always easy unless you have planned ahead and prepared your answer well.

A Quick Overview

One of the tough questions that will most likely be asked during an interview would be about the challenges that came your way in your personal or professional life. Because it is normal and even common for organizations to meet and deal with challenges, they would certainly want to know if you have what it takes to handle such things. Additionally, talking about the biggest challenges that you successfully overcame is also your opportunity to tell your interviewer what a great person you are.

Making the Most Out of Your Answer

When picking a challenge to talk about, make sure that it is something that can really impress the interviewer. Do not talk of simple challenges that people deal with almost every day but instead, talk about something that will really give you the chance to blow your own trumpet. It could be about how you were able to convince your boss to spend \$50,000 on a project, or how you were able to win the loyalty of an extremely difficult customer. When giving your answer, see to it that the interviewer understands what you are saying and that your main points are effectively explained. Discuss the things you did when overcoming the challenge and explain why you did them. Talk in detail but do not go overboard or you risk boring or annoying your interviewer.



More Tips to Help You Answer the Question

Aside from knowing how to maximize on your answer, there are other things you should know and do as well, to help earn points during your interview. Here are some of them:

If you are still starting your career, then most of the challenges you had are personal in nature. Although work-related examples are preferred, you should not hesitate to talk about challenges that you had in school, in your sports team, and others. As long as it would effectively illustrate how well you handle tough challenges, then it is perfectly fine to use it.

Do not talk about challenges that would speak negatively of you, such as battling with alcoholism or even drug addiction. Overcoming these challenges may have been a big achievement on your part but it will not sit well with your interviewer.

Lastly, always explain the actions you took in order to prevail over the challenge. Talk about the contributions you made that helped in overcoming the challenge successfully. Your interviewer will be mostly interested in the “how” so see to it that you explain it well.



How do you handle difficult situations?

The set of questions you will probably get in a job interview may address both your personal and work experiences. In essence, your individual personality, work attitude, and skills are the main elements that the interviewers assess during the interview. These experts believe that a person's character defines who he or she is as a person whether at work or in a personal setting.

The level of professionalism of an individual also matters a lot to the interviewer. That is why during job interviews, you are being asked questions that evaluate your ability to deal with pressures and challenges at work and life in general. Your potential employer would want to find out your approach to problems that you faced in life. This gives them an idea on your ability to deal with difficulties with maturity and professionalism. The question may seem generalized, yet whether you answer it using a personal or a career-related experience, it will still be associated with your approach towards problems in the various aspects of your life.

Think of a Resolved Problem

Your mind may be tempted to entertain so many thoughts right after the question is thrown at you and if you lose focus, you may be prone to prolonged dead air or a disorganized response. Narrow down your initial answer to a problem that was resolved in either personal or work setting. This should answer the first question.

Stay Away from Sensitive and Extremely Personal Problems

The one thing you need to remember when fishing for past experiences in your mind about the biggest problems ever faced is to avoid mentioning or choosing an overly sensitive and personal problem. Some examples could be problems with money, relationships with superiors and work colleagues or even with friends, and getting involved in a controversy. Stating problems about money is just too personal to be shared openly in a job interview. Your huge issues with former colleagues at work is not a good example as well because it gives the interviewer an idea that you may just encounter similar issues when they decide to hire you.



Structure the Details Well

Aside from knowing one of your major problems, the interviewer is more than interested to know how you dealt with it. Remember to choose a problem that was resolved. It is easier to relay your story with confidence for resolved problems because you know you have come up with a solution and there was a favorable output.

The downside with sharing an unresolved problem is it highlights more of your failure and failed attempts to resolve it. In sharing how you dealt with your major problem, the details have to have a generally assertive and positive approach. Stress that problems are not hindrances in life but challenges that only make you a stronger person in the long run. Convey the message that you become better at addressing major adversities in life next time it comes.



How do you handle pressure and stress?

Job interview questions are normally meant to test the different skills and competencies of the applicant for the job position as well as to certify the correctness of information stipulated on the curriculum vitae. Questions can vary from the easy ones to the most challenging type.

Interviewers rely on your confidence and conviction in answering their questions in order for them to find out if you can be a potential candidate for the job. If asked about work-related questions, the interviewer is obviously checking your work ability and performance.

Be prepared for questions that will identify your flexibility in dealing with work pressure. The interviewer would want to know how well you handle a heavy volume of workload. You are also measured on how well you are able to manage your time when work seems to pile up and deadlines need to be met. Here is a quick guide on how to answer this type question during job interviews.

Keep a Positive Remark

The idea of getting too many tasks at work can be quite annoying to think of. You probably must have had your share of being handed over a load of tasks to complete within a given deadline. If you have been employed before, you can very much relate to it. Yet, even if you still have no work experience, tasks in school are also just about the same.

Make sure to keep a positive outlook toward the idea of receiving many things to do. You would want to leave an impression that you are capable of handling a handful of tasks from your superior and you went through such experience. Avoid the mention of personal complaints and annoyance toward the tasks. Simply say that you had your share of the experience and that you took it positively.

Provide a Concrete Example

One effective means of supporting your answer to this question is to back it up with a concrete example or past work experience. Use the follow-up question as a basis for providing the details of your story. A concrete work example from a previous employment would be more effective,



yet if there is none to share from a past work experience, any related story about getting loads of work will do. Highlight the most effective options you took to complete all the tasks and to meet the deadlines.

Sound Assertive towards Pressure

With a pile of workloads or tasks given to you, you may have felt the pressure at work. Make it a point to close your answer with an assertive impact. Emphasize that you have no issues getting a lot of tasks and that it is just a matter of proper time management in order to complete the tasks on time. Refrain from giving the interviewer a hint that you react negatively towards work pressure; as it will only decrease your chances of being shortlisted for the job.



How do you handle workplace problems?

The way you deal with other people tells so much about you. If you are actively searching for a job, you must consider enhancing your personality and getting yourself ready for the corporate world. Employers favor those candidates who have the right attitude and personality for the job apart from the possessing the needed skills.

In a corporate setting where various personalities of professionals merge, you must learn how to adjust and adapt to the different people around you. The interviewer is going to find out your level of interpersonal and communication skills particularly your ability to deal with conflicts in the workplace.

When asked this type of question, they may not necessarily target specific job-related experiences, yet you are gauged on your skill in conflict resolution in general. The employer wants to know if you have the right level of professionalism when conflicts at work arise.

Mention a Simple but Remarkable Conflict

You need not brag about getting involved in a disagreement or argument over a complicated situation. Keep the choice of conflict simple but remarkable. You can probably mention a disagreement of opinion with a colleague during a meeting. You can also talk about petty quarrels with friends or a family member, a sibling perhaps.

There is also no need to mention about more than one conflict. Just one example is enough to answer the question. If you give out two or more, you will get the impression that you are always in a disagreement with people and this will ruin your image to the interviewer. The important thing is that you were able to get out of the conflict.

Keep Details Short but Substantial

When sharing the details of how you dealt with the conflict, make it a point to be selective of the details that you give out. Just simply provide an overview of the past situation, and do not dig deep into the smallest details of it. Your interviewer does not have to know everything, not even the names of the individuals you had conflict with. In sharing your experience, the general



thought of it must be that you do not turn your back toward conflicts. Always highlight what you did to reach an agreement or a compromise with the other party.

Show Your Ability in Conflict Resolution

The more important content of your answer to this question is your response to the follow-up question wherein your interviewer wants to know how you handled the problem. Keep the answer positive and professional. Always remember that conflicts must be handled with proficiency especially in a corporate setting.

Mature individuals are able to deal with disagreements and varying opinions with grace and finesse, not in a chaotic manner. This is the kind of conflicting situation you would want to share to your interviewer. Your leadership potential is also seen with the way you deal with problems arising in the workplace.



How productive are you?

You might wonder why the interviewer would ask such a question during the interview. This type of question is not commonly asked during job interviews. One reason they would ask it is to know if you have been making yourself productive even while on the job hunt. People who are keeping themselves busy most of the time only means that they know how to value time and know how not to waste it over nothing.

Give a Smart Answer

Be smart enough in answering this question. It does not really mean that while you are still actively search for a job, you are not being productive. The question is on a generalized approach which means that it does not specify in what area you are being productive. You can be busy with many other things.

Your best answer to this should be a confident "Yes" and then reason out before mentioning the things that keep you working hard. Employers definitely want individuals who keep themselves busy because it means that these people have a good level of hard work and motivation to do things. Instead of procrastinating, there is always something else to do and with an output, you can feel accomplished even for a day.

Emphasize Value for Time and Productivity

When stating your reason, the key idea is to place value on time. Reason out that you want to make yourself and your time productive. State why you see being productive as important and why you believe it increases your level of hard work. You can also say that you value small accomplishments in your life so when you strive to keep yourself busy, you are actually completing tasks for a day. You can simply consider these completions as accomplishments.

Enumerate the Things that Make You Productive

Reasoning is best supported with concrete examples. Mention your regular activities such as sports, club meetings, gatherings, or even personal errands. This should give them an idea that



you are not a couch potato who just waits for something to come up or even when there is something to do, does not attend to that task.

Avoid mentioning that you are busy most of the time lately trying to search for a job. Your day should not only revolve on that. Give them the impression that you value time so much and so you always find ways to allocate time for other important things to attend to.

The goal of most interviewers for this question is for them to know if you will be productive in their company, should you get hired. If you project this busy-bee personality, they will associate it with you being busy at work, too. On the other hand, if you mention that you are not doing anything at the moment since you are unemployed, then this would send warning signals to their mind and tell them that you would only be a liability to their company.



Has anyone asked you for help? What did you do?

Part of measuring your personality or individual character is testing your ability to establish and keep good relations with people. Aside from that, the employer also wants to check your interpersonal skills or how you effectively deal with people. It is utterly important that an employee knows not only how to build good connections but also keep the relationship with work colleagues in a healthy state. If at the early stage of the hiring process the interviewer does not see that quality in you, your chances of getting the job will not be so good.

Be Realistic

Addressing this question is fairly easy. But you need to make sure to keep it real and truthful. You would not want to take "None that I can think of" as an answer as it gives the impression that people find you difficult to be approached for help. Give a confident "Yes" and then support it.

Of course, in many instances in your life you definitely have experienced being consulted for any kind of help. Regardless of whether the kind of help you have given is small or huge, it does not matter much as long as you have provided assistance to a person. In any case, the interviewer is not so interested in the kind of assistance there is but more focused on your manner of giving aid as it reflects the kind of person you are.

Keep the Humility

Every question asked by the interviewer is always your chance to market yourself as well as your competencies. A question like this can invite a boastful attitude for appearing like the ultimate aid of others. The better your story of helping out, the more impressive you will be perceived by the interviewer.

Although this may be true, you must keep the tone humble to be credible. You want your interviewer to think of you as someone who has no issues dealing with people. Jobseekers that have a soft character and can be easily approached for help are attractive to employers. The personality of an individual is very necessary when employers are in search of candidates to join their company.



Share Your Story with Gusto

Since the question has a follow-up that asks for the details of the story, sound more than willing to share your story to the interviewer. Mention first the kind of help that the person needed from you whether it is financial, need for advice, assistance on the workload, etc. Then briefly describe how you first acknowledged the help wanted before relaying how you aided the person.

Let the interviewer know what happened after you offered your help and how the person recognized your efforts to assist. You can end your response by stressing how good it is to be helping others and how fulfilling the feeling was when the person who approached you for help became appreciative of what you did. Keep the response positive and truthful.



Describe a time when you had to work under pressure

Work can sometimes take its toll on an individual and only highly efficient people are able to take the challenge of beating the pressure. When employers search for potential job candidates, they highly consider the work efficiency as well as the endurance of the individual. So, they ask this question to aspiring jobseekers during the interview.

This is one of the most common types of questions being asked by your interviewer. At times, it can even be a question in your essay writing, answered in written form, which makes it easier than interviews because there is time to think and structure the answer. In a job interview, being asked this question may give added pressure on the part of the interviewee to think of a past situation. But this interview question can be categorized as easy, and if you think it is not, here are simple tips you can follow to structure your response effectively.

Think of a Work Accomplishment

You are probably more bound to think of a problem situation at work to answer the question which may make it a little difficult for you to provide a direct response, unless your train of thoughts goes pretty smooth at the moment. An easier way to get the mind thinking of a quicker answer is to think of your previous work accomplishment. Once you have it in mind, think of the challenge you took to achieve it. Accomplishing work projects is one of the easiest situations you might want to think of. In most cases, pressure build-up happens when you are assigned a project by your boss to finish under a given deadline.

Keep It Brief but Substantial

The key to getting your message across in every answered question is to keep it succinct but substantial which simply means that you deliver only the highlights of the situation yet taking the gist of it. Simply describe what that particular situation is whether it is a huge project you undertook, a workload designated to you, or leading a team project. It is best to think of one that is time-bound since that is where pressure occurs. Then, talk about the measures you took or the major action plans you made to attain your goal within the given deadline. No need for detailed information, just the highlights of your story.



Wrap Up with a Positive Response

The cliché that goes “I work well under pressure” is usually answered when the question asks for the manner of responding to pressure. For this question, you can incorporate this answer on the latter part as a wrap up to give the interviewer an impression that you are able to handle work pressure pretty easily and with confidence. Your overall perception towards pressure should be more of a positive challenge to your job more than a negative impact to work. This is the message that your interviewer would like to get out of your answer.



Does a problem make you a better person?

Have you been through a difficult situation? How does a problem make you a better person?

In job interviews, your answers to the questions that interviewers or the employers ask are very crucial in the selection process. Notice that they scribble notes on their paper or your curriculum vitae in every response. This is because they want to know their candidates on a deeper level, and not just base their knowledge on the information written on the resume. They find interviews the most effective step in the hiring procedure because they are able to gauge the applicant on a more personal level.

The questions can be knowledge-based or plainly a verification of the data found on your resume. Yet, some questions are behavioral such as this. When you are asked questions requiring you to share past situations and experiences, they are categorized as behavioral-based questions. These are asked with a purpose of assessing your future performance in comparison to your past performance. Moreover, it gauges your personal character in relation to work character.

The question above targets your ability to endeavor during trying times. Every one of us has gone through challenges in life but each person has a different approach in dealing with it. Follow the guide below in answering this question.

Answer with Sincerity and Honesty

It is obviously unrealistic to say that you never went through any major problem. Be honest by stating that you did experience a major setback. This does not demerit your image as an applicant. In fact, the interviewer would even appreciate the honesty in sharing such experience. Remember, you are not perceived as weak when you admit that you dealt with a major challenge in the past. Everyone goes through it at certain points in their lives.



Relate to Work

If it applies to you, the best kind of experience to share is something that is work-related. You may have gone through a huge challenge at work in your previous employment. Use that to support your answer. It is safer to use work-related situations because it does not involve a lot of personality assessment, but more on work performance and skills instead. Mention that specific challenge and explain why it is a challenge to you before you start to relate to your interviewer how you dealt with it.

Stress on Endurance and Efforts

The key idea is not being a quitter in trying situations. Major challenges are presented to you not to put you down or make a mess out of your life but to test your endurance and perseverance to overcome it. When stating how you handled that major challenge, keep it on a positive note. Refrain from giving hints or clues that you are forced to just face it or that you are on the verge of quitting instead of facing it. Mention the best technique you did to overcome the challenge and what good you got out of it. Always highlight that battling the challenge has made you a better and stronger person.



Give me good reasons why should I choose you over others.

There are 12 applicants vying for this job. Give me good reasons why should I choose you over them.

Most of the time, the interviewers want to gauge how an applicant views herself or himself at par with the rest of the competition. This gives them a way to test one's self confidence and competitiveness. Though tempting it may seem, like any other questions during a job interview it has to be tackled smartly to ace that desired position. Answer this question too aggressively, and one can look cocky, arrogant and egoistic. On the other hand, a passive approach will make the applicant look submissive, complaisant and incompetent.

Highlight your strength instead of other's weaknesses

It is a known fact that it will be easier to spot other's shortcomings and faults. Psychology dictates this as one of the basic expectations of a human behavior. It gives one a feeling of superiority and approval over the others. In most cases, trained Human Personnel are well aware and sensitive of this fact. The truth is they interpret this as insecurities. Ironic as it may seem, the more you pick on other's weaknesses, the more you flaunt on your own insecurities. So how should you be responding to the question? Know what you are good at doing that matters in the job and acknowledge that others may also be capable of doing it; then give specific details on why you think you are able to do it better, faster or more efficient. Site certain experiences in the past that would support this claim.

Keep it real

There is nothing more annoying and obvious to an interviewer than a pretender. Trying to sell yourself by making up success stories is comparable to someone selling 1972 Volkswagen Beetle and how he enjoys driving one running at 90 kilometers per hour. Always keep in mind to stay as truthful and as realistic as you can no matter how insignificant you feel the achievement was.



Provide facts like dates, sales figures and reference person that could attest your achievement and how you were able to surpass the competition. Give more details like techniques and innovations you applied in order to out run the competition. Keeping things real will always make you land on a safer side, in case a cross-examination happens then you can confidently provide well-grounded reasons and facts.

Mention skills that are not in your CV yet would prove important to the job

Not even a 4-page curriculum vitae tells everything about a person, much more would a 30-minute interview do. Take this question as an opportunity for you to highlight some of your skills and expertise that may not be directly needed or required on the position you are applying for yet would set you apart from the pool of applicants.

For example, an applicant for a vacant chef position in a restaurant may discuss how his hobby in painting gave him an edge in winning a food presentation contest due to his level of comfort in mixing up and blending colors.



What are the things you wish to achieve in 5 years?

Individuals who make serious plans in their career even if they are just starting out are sought after by potential employers. These are the people who strive hard to achieve their goals so they do everything to attain their objectives in the long run. This can be a common question during job interviews, so better prepare your response ahead. Otherwise, you may be caught tongue-tied with this question, especially if you still do not have a forecast of your goals.

The interviewer asks this question to find out how you deal with personal security and stability. Through this, your approach toward hard work and perseverance on your job and the things you do will be initially perceived by the interviewer. The 5-year duration for achieving your goals is considered a short-term plan. These plans should be highly attainable and measurable as they are only given a short period to be accomplished.

Keep Your Goals to a Minimum

It sounds like a very nice question to answer, being asked the things that you wish to attain in 5 years. You may have several goals in mind, but remember to keep the list to a minimum. Mention at least 3 important goals and as mentioned in the previous paragraph, make it sound realistic and measurable. Your goals may satisfy personal or professional aspect such as getting a car, building a house, having a smooth career path, or building your own family. Remember that the goals should be achieved in 5 years, so choose carefully the things that you think you can truly achieve with that timeframe.

Itemize Your Goal

What it means by itemizing your goal is to simply elaborate it a little further by reasoning out why you chose that aim in your life to happen after 5 years. A lengthy explanation is not needed, just a brief description of each goal. For example, you may say that one of your goals is to build a house for your family's shelter and also as one of the fruits of your hard work. Or you might want to describe the kind of car that you wish to own and why you chose it. Specific goals are clearer and give you the impression of a person who has clear wants and desires in life.



Sound Inspired with Your Goals

You can only sound authentic with your goals if you accompany it with an enthusiastic and confident voice tone. Your interviewer will probably believe in those things you wish to attain if they can also feel it apart from hearing the words that come out of your mouth. You can easily construct a response to a simple question such as this. But the tone needs to be sincere and authentic. So, when answering, really sound like you know for sure you can attain it in 5 years. Be inspired with your own goals and you might just inspire your interviewer as well to consider you.



Do you have any questions that you want to ask?

In any form of interview such as that of a job interview procedure, it is normal process for an interviewer to ask the applicant to ask questions, if there are any. Since an interview is a two-way communication, both the interviewer and interviewee can exchange questions to each other. Yet, in a job interview process, the employer usually allows an applicant to ask for questions and give out comments or reactions after the whole question and answer portion is over. This is intended for a smooth flow of the interview.

As a job applicant, you want to show your interest and curiosity about the company you chose to apply. Aside from knowing company facts and information, one other way to show your interest is to ask questions if the interviewer gives you that opportunity to do so. You would rather grab that chance to ask the things that are on your mind than miss it. Yet, it is important to know the kind of questions you ought to ask.

Never Let the Chance Pass You By

Once the interviewer asks you if there are questions you wish to raise before the interview is over, do not hesitate to say “Yes” and then ask your questions. Definitely, you will formulate questions in mind about other aspects of the company that you want to find out. For instance, you want to know if there are changes in shift schedules of the employees. Unless you ask the question, you will not know if they actually do.

Ask Only Job-Related Questions

A mark of a professional is someone who knows when to act and talk accordingly. Your questions must only revolve around the job per se and the company, nothing personal or outside of the scope. Moreover, be careful of sensitive or off-the-mark subjects for your questions.

Examples of these may be the salary figure, any office scandal, the percentage of employee resignation, and the like. You would rather ask questions such as the kind of company culture there is, flexibility in employees’ shift schedules, possibility of traveling, and the type of



employment offered (part-time, regular, or contractual). You can also learn more about the specific job position you are applying for.

Limit Your Questions to a Few

Only because you were given the chance to ask questions does not necessarily mean that you can take your time in doing so. Remember to keep a good etiquette especially in job interviews. Keep the number of questions only to a minimum. Three kinds of questions will do.

Also, you would know if the interviewer shows interest in you with the way he or she answers your question. Briefly answered responses, especially for open-ended questions, would probably signal a lack of interest. Always remember that these people may have other scheduled interviews with other applicants or they may have other tasks to do apart from it. Be quick in asking, and ask only the most important ones.



What do you think about our company?

Most employers do give good impressions to job applicants who take the initiative to study and conduct intelligent research on their company profile and background. If you will be asked this question in your interview, be aware that they want to measure your level of interest toward the company you plan to be a part of. Well, interviewers do not really expect every job applicant to study the company facts in detail, but having an overview of the company information, its products and services, and the nature of the industry is not bad at all.

Before coming to the interview, you should be able to conduct your research about the company you wish to work for. Check the company website or ask ideas from a few friends. With just about enough basic company information, you now have a weapon to use in case the interviewer throws this question to you. On the other hand, if you have not prepared enough, you are sure to leave yourself stammering in your response.

Build a Good Impression

The question may seem a little tricky as it can be initially understood as providing a brief description of the company. However, it seeks to ask what you think about the company, not what the company is about. If this is how the interviewer structures the question, it means one thing: they expect you to already have an idea about the nature of the business.

The way to answer the question is to initially build a positive impression about the company. The employer dwells in positive feedback about the company, so concur to that affirmation. Use affirmative and powerfully effective words as a way of describing your idea towards the company. Avoid the use of vague phrases such as "I think", "I guess", and "Probably" as these connote uncertainty and lack of conviction of your idea.

Mention a Few Company Details

Heighten the impression by showcasing the things that you learn and know about the company. Mention details such as the kind of industry the company belongs to, the products and services it is promoting, and how long it has been in operation. If the company you are applying for has



established its name well in the industry and has a reputable image, you can also highlight that fact.

Show Your Interest to Be a Part of It

After having given your opinion about the company and providing a few details to show that you are really interested to join the organization, wrap up your response by verbalizing your show of interest. This simply means putting into words your desire to be a part of the company in a reasonable manner.

Do this with the use of well-chosen affirmative words. An example could be “That is why I decided to take my chances in your company because I want to be a part of your success.” Statements like this may sound a little too swaggering but ending your answer this way can leave a good impression from your interviewer.



Additional Resources

Career Improvement

- ▶ **Anxiety Management**
- ▶ **Assertive Skills**
- ▶ **Attitude Development**
- ▶ **Business Communication**
- ▶ **Business Networking**
- ▶ **Career Articles**
- ▶ **Certification Articles**
- ▶ **Coaching and Mentoring**
- ▶ **Conflict Management**
- ▶ **Core Skills**
- ▶ **Decision Making**
- ▶ **Emotional Intelligence**
- ▶ **English Vocabulary**
- ▶ **Etiquette Tips**
- ▶ **Facilitator Skills**
- ▶ **Group Discussion**
- ▶ **Influence Skills**
- ▶ **Life Skills**
- ▶ **Listening Skills**
- ▶ **Managing Change**
- ▶ **Marketing Management**
- ▶ **Meeting Management**
- ▶ **Memory Skills**
- ▶ **People Skills**
- ▶ **Performance Development**
- ▶ **Personal Excellence**
- ▶ **Personality Development**
- ▶ **Presentation Skills**
- ▶ **Problem Solving**
- ▶ **Public Speaking Skills**
- ▶ **Questioning Skills**



- ▶ **Relationship Management**
- ▶ **Self Confidence**
- ▶ **Self Supervision**
- ▶ **Social Networking**
- ▶ **Strategic Planning**
- ▶ **Stress Management**
- ▶ **Team Building**
- ▶ **Time Management**

Employment Help

- ▶ **Career Tracks**
- ▶ **Internship Tips**
- ▶ **Job Search Tips**
- ▶ **Leadership Skills**
- ▶ **Project Management**

Education Help

- ▶ **Essay Writing**
- ▶ **Online Education**
- ▶ **Scholarships**
- ▶ **Student Loans**

Interview Help

- ▶ **Conversation Skills**
 - ▶ **HR Interviews**
 - ▶ **Interview Notes**
 - ▶ **Resume Tips**
 - ▶ **Sample Resumes**

Certification Help

- ▶ **Essay Writing**
- ▶ **Online Education**
- ▶ **Scholarships**
- ▶ **Student Loans**



Project Management

- ▶ **Process Management**
- ▶ **Project Management Process**
- ▶ **Task Management**
- ▶ **Team Building**
- ▶ **Virtual Team Management**

Learn Oracle

- ▶ **Oracle 10g Training**
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- ▶ **Oracle 11g Training**
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- ▶ **C Language**
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- ▶ **CSS3**
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- ▶ **jQuery**
- ▶ **MainFrame**
- ▶ **PHP**
- ▶ **VBScript**
- ▶ **XML**

Learn Concepts

- ▶ **Application Development**
- ▶ **Client Server**
- ▶ **Cloud Computing**
- ▶ **Cluster Computing**
- ▶ **CRM**



- ▶ **Electronic Data Interchange**
- ▶ **ERP**
- ▶ **Neuro Linguistic Programming**
- ▶ **OOPS Concepts**
- ▶ **Programming Concepts**
- ▶ **Service Oriented Architecture**
- ▶ **Supply Chain Management**
- ▶ **Technology Trends**
- ▶ **UML**
- ▶ **Virtualization**
- ▶ **Web 2.0**

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- ▶ **Networking**
- ▶ **Wireless**

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- ▶ **Analysis Services**
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- ▶ **ASP.NET 2.0**
- ▶ **C#**
- ▶ **MS Project Training**
- ▶ **Silverlight**
- ▶ **SQL Server 2005**
- ▶ **VB.NET 2005**

Learn J2EE

- ▶ **Java**
- ▶ **JSP**

Software Testing

- ▶ **Software Testing Types**
- ▶ **SQA Tutorials**
- ▶ **Testing Articles**



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