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There's a lot of research and practice that goes into preparing for a job interview, and that includes rehearsing your answers to common interview questions. While you won't know exactly what your interviewer will ask, it can be worthwhile to think through and rehearse your responses to the types of questions that tend to come up so you're more
confident during the interview itself. Learn about the different types of questions you may be asked during an interview questions to use for practice, and how you can frame your response. Types of interview questions to use for practice, and how you can frame your response. Types of interview questions to use for practice, and how you can frame your response. Types of interview questions to use for practice, and how you can frame your response.
instance, a phone screen typically won't go as in-depth as a hiring manager interview and therefore likely won't involve as many detailed questions. Generally, you can expect to answer questions about your previous experience, skill set, career goals, and how you'd address some of the responsibilities in this new role, among others. These questions
tend to be framed in one of two ways: Learn more: Signs You Will Get the Job After the Interviews to learn more about your skills, experience, and goals to determine if you'll be a good fit. As such, they don't simply want you to rehash your resume. Instead, you should
expand on that document in a meaningful way, connecting your past experiences to the work you would do in this new position. By thinking about yourself, your experiences to the work you would do in this new position. By thinking about yourself, your experiences, and your future at the job, you'll paint a more memorable picture of yourself to an interviewer. Let's review common
interview questions you may face during a job interview. 1. Tell me about yourself. This initial question is pretty standard in job interviews. Consider it a chance to make an impactful first impression by telling a concise story about your professional past that connects to this new role. Rather than deliver a straightforward chronological response that
lists the jobs you've had and what you've done at each, identify the core attributes that make you a good candidate and then pick moments from your professional life that demonstrate these qualities in action. Keep your answer to two to four minutes. It's important to present a positive first impression to the person conducting your interview, so you
might like to review the following tips when introducing yourself: • Put your phone away while waiting for the interviewer • Smile and provide a firm handshake • Say your full name with a confident tone • Make regular eye contact Once the interviewer • It is not to meet you . . . , " and then add the
individual's name at the end of the statement. Saying the name aloud will help you remember it. Finally, you can mention the title of the role for which you are applying during your interview to learn more about its
business model, the products or services it sells, and its company culture. Then, reflect on why you want to work there and try to connect it to any relevant past success you've had collaborating and why you appreciate that
particular work style. You'll find information about a company's mission statement, values, and the 'About us' section. Explore employee-specific posts on social media to learn about the company's culture or outreach programs. Combine this
information with relatable skills to show your preparedness and enthusiasm for the company, 3. Why are you leaving your current role? Interviewers ask about your preparedness and enthusiasm for the company, understand your motivations,
identify potential red flags, and evaluate if you're a good fit for their organization. When asked about why you're seeking a new role, be honest and constructive. Take a look at some reasons for leaving a job: I'm ready to take on a new role, be honest and constructive.
a company where I can grow my career. I've decided to go down a different career path. My position was downsized, but I look forward to a new opportunity. I'm excited to explore a work culture in line with my personality. I've aspired to work for this company and seized the chance to apply. 4. What is your biggest weakness? The strengths and
weaknesses question allows interviewers to assess whether you can honestly reflect on areas you need to strengthen and what you're doing—either through practice or professional development—to address the weaknesses
you discuss. Think about some challenges you've had to overcome in the workplace. Maybe it's difficult for you to take criticism, collaborate, or make public presentations. Take these challenges and frame them with a solution. For instance, you learned to take feedback to better a project, collaborate to elevate a product's offerings, or use
presentations to build your confidence. 5. What do you consider your greatest achievements, think of a specific example relevant to the new role, try to include measurable results, and frame your response using the STAR method. Situation: Set the
contextTask: Explain the challengeAction: Describe what you specifically didResult: Share the positive outcome Here's what that might look like in the context of someone who led a project to improve customer service response times. Situation: Our team was receiving complaints about slow email response times, averaging 24 hours per inquiry, and
customer satisfaction was dropping. Task: As team lead, I needed to reduce response times and improve satisfaction system, created email templates for common issues, and trained the team on using them. I also set up daily team
huddles to address complex cases together. Result: Within three months, we reduced response times to under four hours, increased customer satisfaction scores by 40 percent, and our approach became the new standard across other departments. For this initiative, I received our quarterly excellence award. 6. Tell me about a difficult situation you've
faced and how you handled it. When you're asked to talk about a challenging situation in the past, think of this as an opportunity to detail your problem-solving skills and professionalism. If the challenge you discuss involved a difficult coworker or manager, it can also be a chance for the interviewer to learn more about your interpersonal skills. Think
about a situation that isn't controversial and had a positive resolution. Some examples could include: facing an impossible deadline, navigating interoffice turmoil, losing a valued account, handling a big mistake, or dealing with a demanding stakeholder. Explain the problem, any skills you used to stay calm and navigate it, and the resolution you
reached at the end. 7. How do you prioritize? Interviewers ask this question to assess your organizational skills, understand your time management abilities, evaluate your decision-making process, and gauge your ability to handle multiple tasks and meet deadlines. Now is a great time to discuss how you evaluate competing priorities and any tools
you use to stay organized. As with many interview questions, it's also helpful to illustrate your answer with a specific example from your past.8. What motivates you? In asking about your motivations, an interviewer wants to understand what drives your from your past.8.
the role and if the role would be a good fit for you. Frame your answer by choosing an example that aligns with the role's goals or responsibilities, or the company's culture. If possible, try to include measurable results to show how your motivation has connected to impact. For instance, "I get energized when facing complex challenges. In my current
role, I developed a new inventory system that reduced waste by 25%." 9. Where do you see yourself in five years? Another common interview question involves reviewing your five-year plan to understand your career goals and whether the role aligns with your career path. An interviewer may also want to determine whether you'll stay with the
company long-term. Craft your response by discussing any of the following: Position-related goalsPotential experiences within the company over the next five yearsPossible certifications, skills, or achievements you might obtainAspirations for growth within the role 10. What are your salary expectations? Questions about your salary expectations can
be sensitive, but they're necessary to see if you align with the company's budget for the role. Do market research using sites like Glassdoor or Payscale before your interview so you know what similar roles at comparable companies pay, and how your experience and skills fit into that larger picture. If possible, try to avoid answering with a specific
number. Instead, you can ask the interviewer if they're able to share the range for the role and responsibilities. 11. Do you have any questions for us? Typically, this is the last interview question, and it might be tempting to
say, "No. I'm all set." However, this question allows you to show your interest in the position. Some questions you could ask in an interview include: How will you measure success in this role? What are some of the immediate goals you'd like this role to address? What ongoing educational or training opportunities could I pursue in this role? What are some of the immediate goals you'd like this role to address?
excites you about working for this company? What do you enjoy most about the company's culture? Build skills on Coursera to highlight in your next interviewWhether you want to develop a new skill, get comfortable with an in-demand technology, or advance your abilities, keep growing with a Coursera Plus subscription. You'll get access to over
10,000 flexible courses. If you're looking for the commonly asked job interview questions, then keep reading. After working for years as a recruiter, I'm going to share the top 40 job interview questions, you'll get: Notes on why hiring managers and
recruiters ask this question Do's and don'ts, including a printable interview questions and Answers PDF at the bottom of this article, so make sure you read until the end. Let's get started... 40 Interview Questions and Answer Examples 1. Tell
me about yourself This is one of the most common interview questions, and it trips a lot of job seekers up because of how open-ended it is. Here's what the best answers include, and how to impress when the interviewer asks this question: First, keep your answer work-related when answering, "Tell me about yourself." While technically they've left it
open to include personal details, it's not what the typical interviewer is looking for. And to keep your answer clear and easy to understand, tell your story in chronological order. Walk them through your background, starting with how you began your career or your current line of work. If you're a recent graduate or entry-level candidate, you can
discuss your academic work. Why did you choose this field of study? What projects have you done and what have you worked on? If you have prior work experience, walk the interviewer through your career and why you're job
hunting. Do: Focus on sharing your professional story only Keep your answer under 2 minutes in length Walk them through how you got started in your career, key moves you've made, and then bring them up to speed on your current situation Don't: Share personal details Talk for more than 2 minutes Interview answer example: "I started my career
in Marketing after graduating with a Business degree in 2013. I've spent my entire career at Microsoft, receiving two promotions and three awards for outstanding performance. I'm looking to join a smaller company now, and take on more leadership and project management." Watch: Top 40 Interview Questions 2. What do you know about our
company? This is one of the most common interview questions to practice for. You're very likely to hear it in an early-stage interview, especially a phone interview questions to show them you've done your research and didn't apply to their company without knowing anything about them. If you don't seem
like you know anything about them, you'll come across as desperate - somebody who will take any job they can find. And that's going to make you unattractive to any good employers out there. So when they ask, "what do you know about our company?", your primary goal is to show you've done your research or knew about their company before
applying. If you do this, you'll be fine. Do: Research the company before the interview (on their website, their LinkedIn page, Google News, and more) The more creative you can be in your research, the better. Try to go above and beyond a basic scan of the company website if you want to give the best answer possible Understand what industry
they're in, what they sell and how they make money Try to have some sense of their company size. Are they 100 employees? Etc. In your answer, explain what caught your interest or excited you about their firm and show that you're interested in their particular company, and why. The interviewer wants to know why you
want their specific job even if they don't ask directly. Don't: Say you don't know anything Say facts that are incorrect or you aren't sure about (it's better to know one or two facts that you can say accurately, than five facts you're not sure of) Do the bare minimum of research and only cite a couple of basic facts from the company's website Interviewed that you can say accurately, than five facts you're not sure of) Do the bare minimum of research and only cite a couple of basic facts from the company's website Interviewed that you can say accurately, than five facts you're not sure of).
answer example 1: "From what I read, your company is one of the leaders in database and website security for large corporations. I read your list of clients on your website and saw multiple Fortune 500 companies mentioned, including Verizon and IBM. Beyond that, I recently had an informational interview with James from the Marketing team, after
messaging him on LinkedIn, and he shared a bit about your company culture; mainly, the emphasis on collaboration and open interaction between different departments and groups. That's something that sounds exciting to me and that I'm hoping to find in my next job. Can you share more about how you'd describe the company culture here?"
Interview answer example 2: "I know you're one of the leaders in contract manufacturing for the pharmaceutical industry. I read two recent news articles as well and saw that you just finalized plans to build a new facility that will double your manufacturing capacity. One of my hopes in my current job search is to find a fast-growing organization that
could take full advantage of my past experience in scaling up manufacturing operations, so I was excited to have this interview and learn more about the position? When they ask "how did you hear about the position?" it's typically
best to give an honest, direct answer. The interviewer is simply curious how you came to know about them and the general idea behind why you applied. They're curious how you're finding positions to apply to in general, too. If you found the job through a colleague, through a colleague, through a policy curious how you're finding positions to apply to in general, too. If you found the job through a colleague, through a colleague, through a job board or job posting, or any
other common method, simply tell them the truth. Do: Be clear, direct, and upfront Tell the truth unless it's something very embarrassing (for example, when I was much younger, my mother found me a job to apply for. That does *not* sound great, so I answered by saying that a friend saw the job posting and mentioned it to me. A white lie is okay
when needed). Explain why the job interested you, if possible (e.g. "I was excited to apply because ___") Don't: Say you don't remember or don't know Sound unsure of yourself Good answer examples: "I found the position while looking for jobs online" "I heard about it from a colleague/friend" "Your company was recommended to me by somebody I
worked with in a previous job and had heard good things about your organization" "I saw the job posted on LinkedIn, and the position?" pick something specific that interested you. If you say you love their products,
tell them why. That's the key to giving a convincing answer to this job interview question. Stay away from sounding like you're desperate, or that you want just any job. Yes, if you were laid off it's okay to say that, but then re-focus the conversation on exactly what you're looking for in the next opportunity and why you feel their company might have it.
You need to sound like you want the RIGHT job and that you're being picky. Employers won't hire you if you don't demonstrate that you want to work for them in particular. So it's best to appear picky and selective in your job search. That means being clear about what you want in your next role. Also, the best answers will stay away from negatives
and complaints. Don't bad-mouth your current company or boss. Focus on the positives of the job you're applying for now. Do: Make them feel like you're interested in them for a specific reason Show you're done your research and understand what the job involves Phrase everything as a positive. Don't badmouth your current situation, just talk about
what you hope to gain by coming to work for them (experiences, challenges, opportunities). Don't: Say you just need to find work Say you just need to find 
leaving your current role on bad terms Sound like you will take any job you can get and you don't care what it ends up being Mention any other personal reasons like "I need to find a shorter commute." Example answer 1: "Since beginning my career, I've wanted to work for a larger organization in this industry, and I know you're
one of the leaders in this space. I'm very interested in your products/services, especially the mobile applications you're building recently, so I'd be excited to come here and grow my skills with an organization like yours." Example answer 2: "I've heard great things about the work environment here from a few colleagues. And when I saw this job
posting, it seemed to match my skills very closely. For example, I saw on the job description that you need somebody who's an expert in Java and it's a skill I hope
to continue specializing in." 5. Why are you looking to leave your current company? If you're job searching while unemployed, this is one of the most important interview questions and answers to know. (And if you're job hunting while unemployed, this is one of the most important interview questions?" instead.) Otherwise, the most
important thing to do when they ask why you are looking to leave your current job is to stay positive and never badmouth your current employer, boss, or even team members. Rather than complaining or talking badly about your situation, say that you're looking for more of something positive. What are you hoping to gain from a job change? Is your
current boss a jerk? Say that you're looking for an environment with more leadership you can learn from. Do: Sound positive and focus on what you want to gain by making a move Show gratitude for your current job (e.g. "This job has been great and I've learned a lot in the 2 years I've been here, but I feel I'm ready for ___ now.") Sound like you're
ambitious, motivated, and eager to find the next challenge in your career. Don't: Badmouth your current job Say you're failing or not fitting in at your current job Say you're failing or not fitting in at your current job Say you're failing or not fitting in at your current job Say you're struggling or failing to perform the work Say it's too difficult or stressful Say you're not sure Good sample
answer: "I'm looking for more leadership opportunities. I've been at my company for three years and have really enjoyed the experience but I feel in order to take the next step in my career, it'd be helpful to join a larger organization and use what I've learned in the past to lead more projects. That's why this Project Manager role excited me." 6. Tell
us about a challenge you've faced and how you handled it Focus on a specific work-related challenge and talk about how you overcame obstacles, used it as a learning experience, used the resources around you (including people/colleagues if applicable), and ended up with a positive result! That's how to answer this interview question. Keep it work-
related, not personal. Do: Explain the situation, the task you needed to accomplish, and what method you chose (and why) Share the outcome. What was the result? Share what you learned from the experience. Did you take away knowledge that has helped you in your career? Don't: Share any story that involves personal conflicts, arguments, or
disagreements at work Talk about an argument you had Talk about a challenge that you didn't overcome, or didn't find a solution for Answer example: "In my last job, we were facing a tough deadline and my boss was out for the day. Our client was expecting a project to be delivered by 5:00 PM, but we were far behind schedule. I took the lead on the
project and delegated tasks to the four other team members in a way that I thought would utilize everyone's strengths best. And then I reorganized my own personal tasks so I could dedicate my entire day to contributing to this project as well. The project as well. The project was a success and we delivered the work on time. I went on to lead more project as well.
used what I learned to be a better project manager." 7. How much money are you looking to earn? This question is left off of many lists of common job interview questions, yet it's extremely important and the wrong answer can cost you thousands of dollars. The best answers to this question follow one rule: DON'T say a specific number or even a
narrow salary range that you're targeting. Why? You have the least amount of leverage possible at this point in the job interview and job search process. You haven't finished interviewing with this employer, and they don't even know if you're a good fit for the position. So you can't command a high salary right now. There's nothing to gain by
answering salary questions so early, and guite a bit to potentially lose. If you go too low with your desired salary range, it could limit the offer you receive later, even if they would have offered more normally. Or, you could worry them that you're not at the level they were hoping for! Meanwhile, if you share a number or range that's too high, you
could scare them off before they get to know you and see your worth! Whereas, after talking with you in a few interviews, they might have been willing to stretch their budget to hire you! I've seen this happen frequently as a recruiter. Therefore, it's a lose-lose to tell them your salary target before you know they're interested in hiring you. When
you're preparing what to say in a job interview, especially an early-stage interview, salary goals should not be a part of it! You can, however, share some basic research you're focused on finding the best-fitting role, and that you don't have a specific target
salary in mind yet Repeat this multiple times if needed (if they pressure you or "push back" after your first response) Share any research that you've done into broad salary ranges for your type of role, but only provide a broad range (for example, a range of $50K - $75K). Don't: Tell them a specific salary you're targeting Tell them a narrow range
skilled. That said, I did some baseline research into salaries for this type of role here in Seattle and found that the average seems to be in the $50K to $75K range, so if your job is within that range, I think it makes sense to keep talking." For more info, here's a full article on how to answer desired salary on applications and interviews. 8. Why should
we hire you? Employers ask, "Why should we hire you" to see how well you understand the role, and to hear your perspective on how your skills can help them. How will they benefit if they hire you? What will you improve for
them? What will become easier, more efficient, or more profitable? And show you've done your research. Make it clear that you know what this position involves and that you're ready to perform those exact tasks in your next job. Do: Be confident in your skills and abilities Talk about specific things you can help them do or achieve if they hire you Do
your research before the interview and understand their needs, so you can "tailor" your answers and target the specific duties you'll be
performing in THIS specific job. Otherwise your answer will not impress them. Example interview answer: "I read on the job description that you're looking for someone with experience in . I've done that for 3 years and can immediately help you accomplish ...". 9. Why do you want to work here? If they ask "why do you want this job?" show
you've done plenty of research to learn about them before coming in to interview. You want to make them feel like you chose them for a reason. This is very similar to the previous question: "Why did you apply for this position?" Show them that you know what their job involves (at least as much as you could learn from the job description and company for this position?" Show them that you know what their job involves (at least as much as you could learn from the job description and company for this position?"
website) and that you're excited to be interviewing for this position. The bottom line is: The typical employer looks to hire someone who will want to work for them and that you're a good fit when you answer: Do:
Mention specific, work-related reasons why their job and company interest you Talk about the opportunity to work for them Show you've done your research Don't: Say, "I have bills to pay and need money" Say, "I just need a job". Share
any personal details like, "I live 5 minutes away so it would be a very short commute" Sample interview answer: "I've been actively searching for jobs since graduating with my Nursing degree. I'm interested in intensive care and emergency medicine and I've seen your hospital mentioned as having one of the best emergency departments in the
region. I thought the job description matched up well with my background, and saw some of my personal strengths mentioned, like multitasking and being able to thrive in a fast-paced environment, so I'd love to begin my career here." 10. Why did you leave your last job? There are a lot of good answers to this interview question. There isn't just one
"right" answer. Here are some guidelines: If you chose to leave on your own terms, stay positive and focus on what you wanted to avoid. And if you were fired or laid off, be upfront and clear. You're not going to make employers want to hire you by being vague on
trying to hide something. If you got fired, show what you've done to make sure this doesn't happen again. That's how to spin it into a positive. Do: Be clear and direct and address the question head-on If you were fired, own up to it and share what you've done to make sure this never happens again. If you got fired, show what you've done to make sure this doesn't happen again.
chose to resign, focus on the positive things you hoped to gain by moving to the next opportunity, rather than badmouthing or talking about the negatives in your last role Don't make it sound like money is your main priority Don't try
to hide facts or avoid the question; this will just lead to more questions and suspicion from the interviewer Example answer: "I was hired for a project management role, but over time that changed and I was no longer being given the opportunity to do the work I was interested in. I left to pursue an opportunity that I felt was more aligned with what
I've chosen to focus on in my career." You can also get more ideas for how to answer this on our list of 20 answers for "why did you leave your greatest weakness. I recommend picking something skill-based, not personality-based. You
never want to say you struggle to work with others, or you're bad at resolving disagreements, or taking direction from a manager, etc. Those things will get you rejected in the interview. So pick a specific skill, but pick something that won't severely impact your ability to do this job. For example, if the job involves data entry with Excel spreadsheets
all day, you do not want to say Excel is your weakness. Or that you struggle to pay attention to details. Finally, end your answer by explaining what you're doing to overcome or improve your weakness. Take a look at the do's and don'ts and the interview answer example below to get a sense of what the best answers will sound like. Do: Name a real
weakness Pick something skill-based, not personality-based. For example, say, "I'm not particularly strong in Microsoft Excel..." rather than, "My weakness is working on a team and following directions." Mention what you've done to overcome this weakness is working on a team and following directions." Mention what you've done to overcome this weakness is working on a team and following directions." Mention what you've done to overcome this weakness is working on a team and following directions."
funny with an answer like, "Kryptonite." Hiring managers have heard it over and over Don't tell them you have no weakness that will severely impact your ability to succeed in their job Example interview answer: "I'm not
particularly strong in social media marketing. For the first few years of my career, I focused entirely on email marketing because some of the strategies that work there are liverage it is also helpful to understand the principles of social media marketing. For the first few years of my career, I focused entirely on email marketing because some of the strategies that work there are liverage in social media marketing. That's still what I specialize in, which is why I applied for your Email Marketing because some of the strategies that work there are liverage in social media marketing.
also work well in email. So I've started spending a couple of hours per week of my own time to study and learn this new area, which has helped me a lot." Note that you the interviewer might also ask, "what areas need improvement?" In that case, you can use the same approach, and I still recommend naming one single weakness, just to keep your
answer simpler and more concise. 12. Where do you see yourself in 5 years? There are three big reasons interviewers ask "where do you see yourself in 5 years?": They want to make sure the job they're offering fits your goals
So, pick a work-related goal of where you'd like to be five years from now, and make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now, and make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious-sounding. You don't want to say, "I see myself in the same position five years from now," And make sure it's slightly challenging or ambitious from the same position five years from now," And make sure it's slightly challenging or ambitious from the same position five years from now, and make sure it's slightly challenging or ambitious from the same position five years from now, and make sure it's slightly challenging or ambitious from the same position five years from now, and make sure it's slightly challenging or ambitious from the same position from the sam
gain in this job fits your long-term goals. Otherwise, they're going to be scared to hire you. Why would they offer you the job if it doesn't fit the goals you described to them? You'd be unsatisfied, bored, and would probably quit within the first year. No company wants this. Do: Show you've thought about this topic and question Sound ambitious and
motivated Be realistic. Don't say you want to be CEO in five years if you're entry-level Make sure your answer is related to this job. They won't hire you for a job that has nothing to do with your 5-year goal Don't: Be sarcastic or give a joke answer like, "I plan on having your job" Say you're not sure, or say you'd be happy staying in the same role for
five years (most companies do not want to hear this) Example interview answer: "I'm glad you asked. In five years I see myself taking on more responsibilities, either through management or higher-level individual contributions. I'm not sure which path will make sense to pursue, but I know my goal right now is to build a strong foundation and gain
valuable experience so that I'll have a successful future in this industry." They may also ask, "What are your career goals" so prepare to answer that, too. You can read career goal examples here. 13. Tell me about a time you failed This is one of the most common interview questions in many fields, from retail to corporate positions, and is intended to
find out if you're able to learn from mistakes and bounce back when things don't go your way. Employers want to see if you can own up to your mistakes, be accountable, and also learn and improve from the experience. That last piece is key if you want to give a good answer to this question. When you answer, "tell me a time when you failed"... here
are the most important do's and don'ts to follow: Do: Admit to a real failure Describe the situation and what went wrong Show that you take responsibility (rather than blaming others), and show you learned from it Ideally, talk about how you used that lesson to get a different outcome next time you were presented with a similar challenge (e.g. how
you turned a past failure into a future success) Don't: Say you never fail Talk about a failure but then blame others and talk about how it wasn't really your fault Give a long-winded answer that goes off-track. You really need to be concise and show you can tell a clear story. That's one more thing employers look for when they ask this interview
question. Sample interview answer: "In my most recent position, I had recently been promoted to Supervisor and was managing the department by myself right before the close of business. An employee was acting out and I confronted him in front of everybody. It made the situation worse and caused a lot of distraction for everyone on the floor. I
failed to lead properly in this situation, and spoke to my manager the next day to discuss what I could have done better. We both agreed that I should have handled this privately with the employee by asking them to step inside my office. If I had done this instead of reacting the way I did, the situation would have turned out much better. From that
point onward, I am always conscious of whether a discussion with a team member should occur in public or behind closed doors, and it made me a better leader." 14. How do you make decisions? This is another one of the most common interview question, like, "Tell me
about a time you had to make a difficult decision. How did you handle it and what did you decide?" With any of these decision-making job interview questions, hiring managers want to know that you've made good decisions in the past and are comfortable making a tough decision under pressure. Demonstrate this, and they'll feel more confident that
you'll be able to make good decisions in your next job, too... while working for them. So to show the hiring manager that you're calm and follow a logical system when you make important decisions. Answer sample 1: "Just last week leading to show that you're calm and follow a logical system when you make important decisions. Answer sample 1: "Just last week leading to show that you're calm and follow a logical system when you make important decisions. The best answers will show that you're the right fit, prepare to explain how you organize and structure your decisions.
had a situation that describes my process pretty well. One of our largest clients was having an issue with our latest software update and I had to decide between doing a fresh install on their system or trying to troubleshooting steps, it could
resolve the problem eventually, but the company would be working with multiple software bugs and issues for an unknown period. I spoke to our representative from their company, and also spoke to the Account Manager within our firm who had originally brought this client on, since he had the closest relationship with the firm. The company didn't
express a preference and told us that we should decide what's best. However, the Account Manager I spoke with said that this company is typically risk-averse and doesn't like uncertainty. They want to know how bad the "damage" will be whenever a problem arises. Based on this information, I felt the best way to resolve the situation was to do a
complete reinstall of the software, causing 30 minutes of downtime, but solving the problem that day. I also spoke to our billing team to provide a special discount to help offset the lost revenue our software caused, which the company appreciated and thanked me for." Answer sample 2: "I typically list out all available options and then weigh the pros
and cons and expected outcomes of each. If other teams or people are impacted by the decision, I'll ask for their thoughts, too. Sometimes a peer will point out a pro or con that I hadn't seen, so I find it helpful to talk to others when appropriate. After this, I'll choose the course of action that I feel is most likely to bring about the best outcome. I also
weigh the risks of each possible decision. If one decision has a good potential outcome but comes with too much risk for the company, then it may not be the right choice. Would you like me to give an example? Or did that answer your question..." 15. What is your greatest achievement? You shouldn't brag about yourself in every interview question
and answer, but sometimes it's called for. And this is one of those cases. Don't be timid and don't hold back. This is your chance to share one accomplishment that you're most proud of and why. I recommend choosing a professional achievement, but if the biggest win that comes to mind is personal, that's fine too. Ideally, share a story that illustrates
how you overcome a challenge, went through a transformation, or overcame doubt or fear to accomplish something that you're proud of. If you can show determination and resiliency, that's going to impress most employers. However, there are plenty of scenarios where your biggest achievement might show other traits instead. That's fine, too. 16.
What are your leadership experiences? Even if you're not directly interviewing for a management role, you may face some leadership interview questions. Employers like a candidate who can take initiative and lead projects and tasks even if it's not their main role to lead. Plus, that shows you've got room to grow and can be promoted in the future. So
before any interview, think about one or two recent leadership experiences, ideally from work situations. Did you lead any meetings or projects? Did you train or mentor anyone? Did you spearhead a new initiative at work? If you have no examples from work, then look to university experience, sports, or other clubs/activities where you led a project,
task, meeting, or event. Note that you may also be asked, "what is your leadership style?" but this is typically reserved for positions where you'll be leading as a core part of your role. 17. How would you describe yourself? While this question is similar to, "Tell me about yourself," it's best answered with a shorter response. To prepare, pick two or
three key positive adjectives that you'd use to describe yourself and your work, and be ready to explain why. Example answer: I would describe myself as careful and hard-working. I'm persistent, and my work ethic is something I take pride in. But I also like to work carefully and ensure that I'm not committing mistakes or having to redo my work. I've
found that by slowing down and working carefully and methodically, you can often save yourself a lot of time and hassles in the long run. 18. What are you passionate about? Employers like to hire a candidate who has interests, passions, etc. This is also why companies often ask, "what motivates you?" or, "what gets you out of bed in the morning?"
When answering, "what are you passionate about?" you have a lot of freedom. The question is very open-ended. I recommend naming one single area. This keeps everything simple and makes it easier to prepare. That's why I recommend it for multiple interview questions and answers above, too. So pick one topic that gets you really excited. It can be
mission-oriented, like solving a crisis or helping the world. Or it can simply be that you enjoy challenges at work, learning, improving, problem-solving, reaching new levels of skill, etc. You can also share a personal story explaining how you got into your field of work or why it matters to you. No matter what you choose, pick one thing, and tell the
truth. There isn't one "right" answer here but employers can tell if you're being genuine/honest, and that's what they want to see. 19. Do you want to tell us anything else?" When you hear this, you have two choices. First, if you feel
the interview went well and you don't have anything else to add, it's completely fine to say: "No, I think we covered the important topics here. I'm satisfied if you are. I'm looking forward to hearing your feedback, though, and the role sounds exciting to me." This is normal/acceptable and you shouldn't feel pressure to say more if you're satisfied that
the interview went well. This is not a trick interview question. However, if there is a topic you wish they had asked about but didn't, or something unique that sets you apart from other candidates that you didn't explain yet, then feel free to share it. They're giving you the opportunity because they genuinely want to know. You can also give yourself the
opportunity to share a final point even if they don't ask. Just say, "Is it alright if I share one more detail? Something came to mind and I think it's relevant." 99% of interviewer will say, "Yes, sure!" 20. Why was there a gap in your employment?" there's no hidden motive, they're
simply looking for your best (and most honest) explanation of the truth. Do: Most employment gaps (including self-inflicted ones) can be overlooked, but be prepared to show you've learned from the issue and can address the future with positivity, motivation, and confidence. You may have been sick, caring for a loved one, traveling, or engaged in
personal development but, whatever your truth, try to be candid. Don't: Don't lie to smooth over a difficult patch in your lifestyle, career, or family life, instead, show how you have progressed as a result. Sample Answer: "I was in a position that was going nowhere and weighing heavily on my mental health. I decided to take six months off to travel
regain my confidence and find a sense of direction. It was worth it, I came out of it with a better sense of who I was and what I hoped to achieve." 21. What did you like least about your last job? When an interviewer asks "What did you like least about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your last job? "they're hoping to gather positive information about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your last job? "they're hoping to gather positive information about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your personality, drives, and skillsnew a sense of who I was and what I hoped to achieve." 21. What did you like least about your personality was and what I hoped to achieve a sense of who I was and what I hoped to achieve a sense of who I was and what I hoped to achieve a sense of who I was and what I hoped to achieve a sense of who I was and what I hoped to achieve a sense of who I was a sense of 
by understanding what you saw as negative about your last role. Be careful how you answer, because an answer like "I didn't like deadlines or teamwork" has the potential to reveal plenty of negatives about you too. Do: Be positive, light-hearted, and non-critical. Answer in a way that highlights your work ethic or ability to overcome challenges.
Don't: Don't launch into a tirade of insults and complaints about your former employer, coworkers, and role. Don't paint yourself as a disgruntled worker who'll crumble at the first sign of difficulty. Sample Answer: "I worked in an open plan office with 25 other people, however, the work didn't call for interaction, collaboration, or teamwork of any
kind. Interaction was mostly trivial. I'd prefer to work in a collaborative environment do you prefer?" interview question is a quick way for employers to gauge what comes naturally to younge to you prefer? The "What type of work environment do you prefer?" interview question is a quick way for employers to gauge what comes naturally to you prefer? The "What type of work environment do you prefer?" interview question is a quick way for employers to gauge what comes naturally to you prefer?
your inherent work style, and how likely you are to adjust favorably to this role. Do: Remember that what you prefer describes who you are, so frame your answer to highlight your good work ethic and versatility. Research the company and try to describe a work environment that's close to the one you're applying for. Include authentic past
experiences for credibility. Don't: Don't give a 'too good to be true' answer that's based entirely on your preparatory research. Don't be too specific either, as this can make you seem fussy or inflexible, instead, show that you're content under a range of conditions. Sample Answer: "I like to work in a fast-paced, collaborative setting where I can
brainstorm and bounce ideas off a diverse group of individuals. I like to balance collaboration with periods of solitary work, particularly work that's detail-oriented and creative." 23. How would your coworkers describe you? Interviewers ask "How would your coworkers describe you?" as a more revealing alternative to "How would you describe".
yourself?". It's a great way to determine how introspective and self-analytical you are. It's also a great way to get an honest, but don't get too carried away. Think of one or two personality or work-style traits
that people have commented on in the past, then offer real examples of times when you put those traits to good use. Don't: Don't fabricate an answer to make yourself seem more popular or exceptional than you are. Savvy employers have a sixth sense for insincerity and the last thing you want is to be flagged as untrustworthy. Sample Answer: "I
think the team saw me as the counselor or moral support person. I get to know people so I can figure out how to make them laugh. I help wherever I can, so my colleagues know that they can count on me for support both as a friend and in work matters." 24. What do you like doing outside of work? The "What do you like to do outside of work?"
interview question is one of many methods potential employers use to set you apart from the crowd. They are looking for a glimpse of the real you, not just the scripted version everybody shows in job interviews. Do: Talk about your pastimes like UFO
hunting, character sculpting, or fiddling in the veggie patch. Include hobbies that highlight special skills and interests that paint you apart from the crowd, but only if they're true. Don't seem like you have far too much time on your hands. Don't fabricate pastimes just to impress as you may get caught out on a lie. Sample
Answer: "I have a 12" telescope and am an amateur astrophotographer. I've got plenty to show for it though, some great planetary nebula shots and a couple of UFO stories too." 25. What makes you unique? Like the "What do you like doing
outside of work?" question, interviewers ask "What makes you unique?" to try to set you apart from the crowd. Only, this is less about your secret personality and pastimes and more about what you can bring to the team that no one else can. Do: Study all aspects of the job description to identify qualities that employers would see as a 'cherry on top'
Use your understanding of the role requirements to highlight a hard or soft skill that sets you apart from others. Keep your answer clear and concise. Offer up real examples of traits that make you an exceptional candidate, not just a suitable candidate. Don't be dishonest, as your lack of confidence will give you away. Don't act coy and over-
humble. Don't be afraid to gloat a little. Don't try to mention every skill and personality trait listed in the role requirements. Remember, the more traits you list, the less of an impact you'll make. Sample Answer: "Because I've worked with so many diverse clients as a freelance copywriter, I've developed a very positive form of 'instant expert
syndrome.' I can take an unfamiliar topic, cram in deep research for two hours, and then speak about it (or even write a report) with the utmost confidence." 26. What are your career goals? Interviewers ask "What are your career goals? Interviewers ask "What are your career goals?" to determine whether you are ambitious, goal-oriented, driven, and focused. Without SMART career goals, it is
unlikely that you'll be motivated to consistently give your best to the role. Likewise, unless the job you're applying for is in perfect alignment with your long-term goals, it's unlikely that you'll be ready to offer your best effort. Do: Outline a clear career roadmap that alludes to your goal-oriented nature. Include long-term and short-term goals.
Highlight how the role you're applying for serves as either a primary or stepping-stone goal in your career growth align perfectly with the role's expectations and requirements. Sample Answer
"I'd like to work for a few years with a full-stack development team, getting used to the Agile process and mastering every aspect of the collaborative development process. When I'm ready, I'll apply for a lead development process. When I'm ready, I'll apply for a lead development team, getting used to the Agile process. When I'm ready, I'll apply for a lead development process.
become a reality if you're hired. If you're hoping to do well and become a team leader, mention it. If you're hoping to incorporate new software and organizational skills in your next role, say so. Mention specifics only, to show that you aren't just desperate. Don't mention hopes and wishes that are unrealistic or irrelevant to the role.
mention goals that conflict with the role, such as hoping to work alone when the role calls for constant collaboration. Don't imply that 'any job will do'. Sample Answer: "This is exactly the type of role I'm looking for next, one where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients. I'm looking for a leadership role where I'll have the opportunity to interact as much with my team as with our clients.
can manage creative, client-facing marketing projects." 28. Can you tell us about a time you found it difficult to work with someone?" to get some insight into your personality type, how you communicate, how you handle conflict, and whether you're suited
to the kind of teamwork that's required for this role. Do: Highlight your ability to turn a challenge into a positive learning experience. Reveal your capacity to learn from misunderstandings, resolve conflicts, and get along with others - no matter how diverse. Stay positive! Don't: Don't use this opportunity to expound on petty dramas and personal
grievances that will make you seem emotionally immature. Don't say things that paint you as antisocial or unable to get along with others. Sample Answer: "I was partnered with a very shy, introverted developer on my last project. We needed to collaborate and brainstorm but he lacked the confidence to contribute on his own. It was a challenge, but
with humor, validation, and investment I managed to draw him out of his shell." 29. Can you tell us a time you went above and beyond?" to understand your attitude to tasks that fall outside your job description. This is how employers gauge your work ethic and ability to think and
act outside the box. Do: Highlight your willingness to solve problems that you may not have been trained or prepared for. Use a real example from the past, explaining how you overcame the challenge or went 'beyond'. Paint yourself as a positive individual with a constructive approach to situations that require extra effort. Don't answer in a
way that makes you seem lazy, ungrateful, and only willing to do the minimum. Sample Answer: "Our junior manager was diagnosed with an aggressive tumor that needed surgery. The manager missed his promotion as he was forced to take extended time off - and his medical bills were mounting up. I got help from my colleagues to create and
spread a GoFundMe for his family. We raised almost $150 000." 30. What is your greatest strength? The "What's your greatest strength?" interview question calls for a bit of a gloat and it's likely to make most people more than a little uneasy. Employers want to see how closely your strengths align with the requirements of the role. They also want to
see how you engage in self-reflection. Do: Prepare by researching the job requirements in depth and choosing a single strength that's especially relevant to the role. Then, back your claim up with a solid example of a time when you accomplished something on the back of this strength. Keep it brief and stick to one strength. Don't: You can gloat a
little but don't brag. Don't arrive unprepared or you'll seem like you're fishing for positives in an empty pond. The last thing you want is to seem like you're not confident in your own strength is my versatility. I get extremely
nervous initially, but I apply myself wholeheartedly to learning the ropes and I won't rest until I've mastered all aspects of the process, tool, or skill. The result is that I adjust really quickly to new situations, new tasks, and new technology." 31. Are you considering other positions? Interviewers ask "Are you considering other positions?" as an early
interview question to gauge your confidence, the extent and success of your job search, the likelihood of impending job offers, and the general profile of the jobs you're applying for. Do: Use this opportunities with similar themes and
role requirements. Don't: Don't give specific names of companies you're applied to. Don't give the impression that the exceptional job offers you're utterly desperate to land this role. Sample Answer: "There are two
other roles that offer similar opportunities to what I'm looking for. I've interviewed with one so far and they've shown a lot of interest, I've got an interview scheduled with the other. All in all, I'm considering this and two other options, though I have my heart set mostly on this one." 32. Why were you fired? The "Why were you fired?" interview
guestion is a direct guestion that deserves a candid answer. Potential employers appreciate honesty and the ability to recognize and learn from one's own faults. There are ways to turn this negative into a positive - and it's all about the art of learning from your mistakes. Do: Be candid and honest about past mistakes. If you were in the wrong, own up
to as much, describing the lesson you've learned and your intention to not make the same mistakes in the future. Don't: Never lie! If you lie just to cover up your own wrongdoing, there is a good chance you'll be caught out through background research. Sample Answer: "I was fired because, at the time, I didn't have a sense of direction in my career,
I had no goals, I lacked motivation, and I made mistakes at work. I later realized what an opportunity I'd lost, I regretted my behavior and started to set clear goals that I've since been working towards." 33. Can you describe your ideal boss? The "Can you describe your ideal boss?" interview question is designed to draw out possible red flags, toxic
attitudes, and potential personality clashes that could make the company regret hiring you. Employers are looking for answers that indicate versatility, positivity, and a willingness to adapt to diverse management styles. Do: Research the company management culture, and work style via their social media, LinkedIn, YouTube, and website.
This will help you avoid a faux pas and, instead, describe an ideal boss that's aligned with the company's reality. If your research is inconclusive, your safest bet is to show that makes you seem discriminatory, anti-social, or judgemental. Don't
reveal that you have an intractable personality or inflexible work style. Sample Answer: "I'm very flexible when it comes to being managed, though I have to say I prefer a boss who doesn't micromanage too much. The reason being that I like to act on my own initiative and hold myself accountable on projects, and I like the freedom to be creative."
34. When can you start? The "When can you start?" interview question is easier to flunk than you'd imagine. Employers want to see that you'll honor any existing contracts by providing sufficient notice, but they likely already know when they'd prefer you to start. Savvy interviewers may be on the lookout for how desperate you really are, so be
prepared and try to maintain your composure. Do: If you're employed, express your imperative to honor your existing contracts, providing notice where notice is due. If you must consider options, say so. If you're employed, express your imperative to honor your existing contracts, providing notice where notice is due. If you must consider options, say so. If you're employed, express your imperative to honor your existing contracts, providing notice where notice is due.
employers might take advantage. Don't: Don't say you'll start immediately if you need to provide a start date if you're still considering options. Don't show your desperation by offering to start the next day, as this may lose you the
power to negotiate higher rates, benefits, and more, down the line. Sample Answer: "I'll only give notice at my current work when I know for sure that I've found a more suitable alternative. Since my notice period is two weeks, I'd only be able to start at the beginning of the third week after the new role is confirmed." 35. What will you do if you don't
get this position? Interviewers ask "What will you do if you don't get this position?" to gauge both your eagerness and your attitude to professionalism, but it's also a chance to express your earnest desire to be hired for the role. Do:
Explain that you'll request feedback and review the experience to determine why you weren't selected for the role and, if there's for improvement, you'll make the necessary changes. Explain that you'll be devastated and
inconsolable - show maturity. Don't say that you'll just brush it off and carry on, as this will give the impression that you're not invested in this role or the role type. Sample Answer: "There's no doubt I'll be disappointed. However, I'll be constructive about it and ask whether there is any feedback you can offer to help me understand where I need to
improve. I'll work on those skills and ensure I don't make the same mistakes when I interview for similar jobs in the future." 36. Can you describe your work style? An interviewer will ask "Can you describe your work style? An interviewer will ask "Can you describe your work style?" for various reasons. They want to
know whether your work style aligns with their needs and existing team dynamics. Your work style will offer insight into you're organized, and whether you're proactive. Do: Indicate that you like to keep things organized and goal-driven and that you're versatile enough
to take instruction, collaborate, or work on your initiative. Research the role in depth to ensure that the work style you describe aligns fully with the role requirements. Don't try to be too unique, as employers will be on the lookout for tried and tested work styles that reveal your proactive, goal-driven nature, or indicate that you'd fit well with
their existing team. Don't describe a style that's ill-suited to the role. Sample Answer: "I'm very goal and detail-oriented, so I'm determined to meet deadlines and with a recurring cycle of hard focus and review - so I don't miss anything." 37. Do
you work well with other people? Interviewers ask the "Do you work well with other people?" question to determine whether or not you'll be able to collaborate, communicate and overcome potential challenges in a team setting. Most roles involve a certain level of human interaction, while some are dependent on advanced collaborative skills such as
leadership, incorporating feedback, and accepting compromise. Do: Try to answer in the positive, but if you prefer working alone you should show that you're excited about the opportunity to collaborate and engage with a team. Don't: Don't say things that will make
you seem difficult, inflexible, socially inept, or antisocial. Don't be vague, instead, try to show your aptitude for specific interactive skills even if you're not great at all of them. Sample Answer: "Absolutely, I've thrived in collaborative open offices as well as Agile workspaces. I'm very focused and professional but I find that my creative and innovative
drives do best when I'm bouncing ideas off others and discussing diverse perspectives." 38. What should I know that's not on your resume?" to break through the mask of professionalism that we all wear in an interview. In some cases, this it's designed to catch you off
your guard, as it shows the hiring manager how you overcome challenges and awkwardness, giving them a glimpse of who you are. Do: Be honest about positive personal qualities, achievements, or habits that show who you really are. Be prepared for a few personal qualities, achievements, or habits that show who you really are. Be prepared for a few personal qualities, achievements, or habits that show who you really are.
relevant strengths. Don't: Don't share the most sordid or regrettable tale you can muster from the past, this isn't about reliving your darkest hours. Don't overdo it, instead, be concise and strategic in your answer. Sample Answer: "I'm fiercely competitive, but not so much with others as with myself. It's vital to me that I improve my skill and expand
my knowledge daily, and I become quite unhappy if I feel I've not progressed. If there are ever training, development, and promotional opportunities, you can count me in." 39. Do you consider yourself successful? Interviewers ask the "Do you consider yourself successful?" question because they're curious about your self-reflection, sense of ambition,
and whether you're tough on yourself or just conceited. Yet, they're also genuinely curious about your mativation to succeed. Do: Success should be always on your mind if you're hard-working, ambitious, and driven, so prove it. Show that you think about it and that, even if you've achieved
a measure of success, you consistently set goals towards which to strive. Don't say you haven't thought about it. It's okay to show confidence and pride in past successes, but you should balance it by admitting your room for improvement and greater success in the future. Sample Answer: "I don't yet consider myself as successful but I see my
habits as successful. After the gap in my employment, I changed my mental, lifestyle, and work habits. My track record of wins since then tells me that the changes I made are positive. I'm confident that if I keep using and adding positive habits, I'll be on the path to success." 40. Do you have any questions for us? If you don't ask good questions in
each interview, you might be costing yourself job offers. Asking questions shows interest in the position and shows employers that you're looking for the right fit, not just any job. This will make them trust you more and want you more and want you more. You can ask about the work, the training, the challenges you'd face, the overall direction of the company. Don't ask
about salary, benefits, time off, or anything that isn't related to the work. Wait for them to bring it up, or until you know they want to offer you the position. Here are 27 unique interview questions to ask employers. Example answer: "Yes, I have a couple of questions actually. The first thing I wanted to ask: Is this a newly-created position, or did
somebody hold this role in the past? And if so, what did that person go on to do after this position?" This May Help Someone Land A Job, Please Share! You've landed the interview. Now what? The difference between candidates who get offers and those who don't isn't just qualifications—it's preparation. While most job seekers show up hoping for the
best, top performers treat interview prep like a strategic campaign. Here's what separates interview winners from everyone else: they don't just prepare experiences. They don't just prepare experiences, they master the psychology of persuasion. This
comprehensive guide will transform your interview approach from reactive to strategic. By the end, you'll have a systematic preparation framework that builds genuine confidence, not just rehearsed responses. We'll cover everything from the foundational research tactics that reveal what interviewers really want to hear, to the psychological
techniques that help you control interview dynamics. You'll learn how to craft compelling proven storytelling frameworks, and discover the strategic questions that position you as the obvious choice. Whether you're facing your first interview or your fiftieth, this guide provides the systematic approach that turns interview preparation
from stressful cramming into confident readiness. Let's dive into the preparation strategy that gets results. Most candidates research company basics—mission, values, recent news. Smart candidates dig deeper into decision-making psychology and cultural signals. Start with the standard research, but don't stop there. Use LinkedIn to identify your
interviewers and understand their backgrounds. A sales manager who started in customer service values different qualities than one with an MBA from day one. Look for cultural indicators in job postings beyond your role. How do they describe ideal candidates across departments? Companies that consistently mention "collaborative" versus
"autonomous" reveal fundamental operational preferences. Interview Guys Tip: Check the company's employee review patterns on Glassdoor, but focus on themes rather than individual complaints. Look for consistent mentions of fast pace, thorough processes, or innovation emphasis—these reveal what they'll value in your responses. Find your
interviewers on LinkedIn and study their career paths. Understanding their journey helps you connect your experience to what they'll find compelling. Someone who changed career paths. Understanding their journey helps you connect your experience to what they'll find compelling. Someone who changed career paths.
This intelligence helps you match their energy and speak their language. Research recent industry challenges and how they're affecting the company specifically. Demonstrating awareness of industry pressures shows strategic thinking that impresses hiring managers. Identify 2-3 competitors and understand how this company differentiates itself.
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When you can articulate why you chose them over alternatives, it signals genuine interview Great interviews aren't conversations—they're strategic storytelling sessions. The SOAR method provides a framework for transforming your experiences into compelling narratives that demonstrate value. Situation: Set the context quickly and clearly. Avoid lengthy backstories—get to the challenge fast. Obstacle: Identify the specific problem or challenge you took to address the obstacle. Focus on your individual contributions, even in team scenarios. Result: Quantify the outcome whenever possible. Numbers make impact tangible and memorable. Develop 5-7 core stories that showcase different competencies: Leadership under pressure Problem-solving creativity Collaboration and teamwork Adaptability and

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learning Initiative and ownership Communication and influence Results delivery Interview Guys Tip: For each story, prepare both a 60-second version and a detailed 3-minute version and emphasis based on the role
requirements. The same project experience can highlight different competencies depending on what the positions, focus on team dynamics and stakeholder management. The same story, different angles. Start with outcomes when the result
is impressive: "I increased team efficiency by 40% during a critical project deadline..." Then work backwards through your SOAR framework. Use specific details that feel authentic: Instead of "improved customer satisfaction," try "reduced average response time from 3 days to 4 hours, which customers mentioned specifically in our quarterly
surveys." Frame obstacles as opportunities: Don't just describe problems—show how you reframed challenges as chances to add value or learn something valuable. Interview Guys Tip: Practice your stories aloud until they feel conversational, not rehearsed. Record yourself and listen for unnatural phrasing or rushed delivery. Your stories should
sound like natural examples, not prepared speeches. Connect stories to company values explicitly: "This experience taught me the importance of customer-first thinking, which I noticed is central to your company culture based on..." Use bridging phrases to transition smoothly: "That reminds me of another situation where..." or "Building on that
theme of innovation..." Related reading: The SOAR Method and Building Your Behavioral Interview Story Every interview includes predictable questions, but your life story—it's your professional value proposition. Structure your
response chronologically but focus on progression and relevance. Formula: "I'm a [role] with [X years] experience in [relevant area]. I started in [entry point] where I developed [advanced capability]. Most recently at [current/recent role], I've been [current focus/achievement]. I'm
excited about this opportunity because [specific connection to their needs]." Avoid: Personal details, chronological resume recitation, or apologetic language about career gaps or changes. Demonstrate research and genuine interest, not just career advancement. Connect company needs to your capabilities and interests. Framework: Company
attraction + role excitement + mutual benefit. "I'm drawn to [Company] because [specific research insight]. This role particularly excites me because [specific aspects] align with my experience in [relevant area] and my interest in [growth direction]. Based on my research into [industry challenge/company initiative], I believe my background in
[relevant skill] could contribute significantly to [specific outcome]." Choose a real weakness you're actively improvement efforts + measurable progress. "I used to struggle with delegating because I felt responsible for
every detail. I realized this was limiting both my effectiveness and my team's development. I've been working with a mentor to identify which tasks truly need my direct involvement versus those that are growth opportunities for others. Over the past year, I've successfully delegated [specific example] which resulted in [positive outcome] while
developing [team member's] skills in [area]." Stay positive and future-focused. Frame departures as moves toward opportunity, not away from problems. Good approaches: Career growth and new challenges Industry or functional area interest Company mission alignment Skill development opportunities Avoid: Criticizing current employer, salary
complaints, or personal conflicts. Interview Guys Tip: If you were laid off or fired, be honest but brief. Focus on what you learned and eliminated several positions including mine. It gave me time to reflect on my career direction and pursue additional training in [relevant area],
which led me to opportunities like this one." Use the SOAR method consistently, but vary your story selection based on question nuance. "Tell me about a time you failed" requires different examples. Turn questions into conversations: After answering, ask related
questions that show deeper thinking. "I'm curious about your experience with similar challenges here—what approaches have worked best for your team?" Use specificity to build credibility: Instead of "significantly improved results," say "reduced processing time from 2 hours to 15 minutes, which allowed us to handle 3x more requests with the same
 team size." Connect answers to role requirements: End responses with explicit connections to the position. "This experience developing cross-functional processes would directly apply to the stakeholder coordination this role requires." Related reading: Why Should We Hire You, Tell Me About Yourself, and What Are Your Greatest Strengths
Interviews are as much about psychology as qualifications. Understanding the mental game gives you a significant advantage. Confident language: "I have experience with..." "I successfully managed..." "I learned that..."
Arrogant language: "I always..." "I'm the best at..." "Everyone says I..." Focus on specific examples rather than general claims about your abilities. Reframe nervous energy as excitement and preparation readiness. Anxiety often stems from focusing on what could go wrong rather than what value you bring. Pre-interview routine: Arrive 10 minutes
early but wait in your car or nearby coffee shop until 5 minutes before. Use this time for positive visualization and reviewing your key stories. Interview Guys Tip: Practice power posing before the interview—stand with hands on hips and chest open for 2 minutes. Research shows this actually affects hormone levels and confidence perception. Pay
attention to interviewer energy and adjust accordingly. High-energy interviewers appreciate enthusiasm and pace. Analytical interviewers prefer detailed explanations and logical frameworks. Mirror their communication style subtly: If they speak in bullet points, organize your responses clearly. If they tell stories, weave narratives into your answers
Find genuine common ground through research. Shared alma maters, professional associations, or industry experiences create natural connections. Use their language and terminology: If they say "clients," don't switch to "customers." If they emphasize "innovation," incorporate that term naturally in your responses. Most candidates send generic
thank-you emails or none at all. Strategic follow-up distinguishes you from the pack. Reference specific conversation points and add value through additional insights or resources mentioned during the interview. This demonstrates active listening and continued interest. Related reading: Interview Anxiety Elimination Technique and Psychology of Job
Interviews The questions you ask reveal as much about your candidacy as the answers you give. Strategic questions demonstrate preparation, interest, and strategic initiative?" "Your CEO mentioned [specific strategy/value] in the
recent [interview/report]. How does this team embody that vision day-to-day?" These questions prove you've done homework beyond the job description. "What does successful person you've hired for a similar position and what made them stand out?"
"How does this team collaborate with [relevant departments] on shared initiatives?" "What are the biggest challenges facing the team/department/company in the next year?" "How do you see this role evolving as the company grows?" "What apportunities do you see for innovation or improvement in current processes?" Interview Guys Tip: Prepare 8-
10 thoughtful questions because some will be answered during the conversation. Having backup questions ready shows thorough preparation and genuine interest. Don't just try to impress—gather information to make informed decisions: "What do you enjoy most about working here?" "How would you describe the management style and team
dynamics?" "What professional development opportunities are available?" "How does the company support work-life integration?" Ask questions that create positive visualization: "If I were to join the team, what would be the first project you'd want me to tackle?" Follow up on their answers: "That's interesting about the collaborative culture. Can you
give me an example of how that plays out in practice?" Close with commitment questions: "Based on our conversation, I'm very excited about this opportunity. What are the next steps in the process?" Related reading: 15 Powerful Informational Interview Questions The final 24 hours before your interview require specific preparation tactics that
maximize confidence and minimize anxiety. Review your research notes and key stories one final time, then stop. Over-preparation the night before creates anxiety rather than confidence. Prepare your materials: Multiple copies of your resume, portfolio samples, notebook and pen, and directions/parking information. Plan your outfit and timeline: Lay
out clothes and test your route. Plan to arrive in the area 15-20 minutes early, but don't enter the building until 5 minutes before your scheduled time. Morning routine: Maintain normal morning habits. Avoid caffeine if you're sensitive—interview adrenaline provides enough energy. Positive visualization: Spend 5 minutes imagining the interview
going well, focusing on feeling confident and connecting with the interviewer. Review your "why": Remind yourself why you want this specific role and company. Genuine enthusiasm is more compelling than perfect answers. Technology check: If it's a virtual interview, test your setup 30 minutes before. Have backup internet options ready. Energy
management: Arrive with appropriate energy level. Match the company culture—high-energy startups expect different energy than conservative financial firms. First impression optimization: Firm handshake, eye contact, and genuine smile set the tone for everything that follows. Immediate follow-up: Send thank-you emails within 24 hours to
everyone you met. Reference specific conversation points and reiterate your interest. Reflection and learning: Regardless of outcome, note what went well and areas for improvement. Each interview makes you stronger for the next opportunity. Interview makes you stronger for the next opportunity. Interview makes you stronger for the next opportunity.
reactions. This database becomes invaluable for future preparation and helps you refine your approach over time. Related reading: Thank You Email After Interview and The Follow-Up Email Hack Sheet Interview preparation isn't about memorizing perfect answers—it's about building genuine confidence through strategic readiness. You now have a
comprehensive framework that transforms interview anxiety into interview advantage. The research strategies help you understand what interviewers really want to hear. The SOAR method gives you a storytelling structure that makes your experience compelling. The psychological insights help you control interview dynamics and build authentic
rapport. Remember: great interviews feel like great conversations. When you're genuinely prepared, you can focus on connecting with the interviewer rather than worrying about what to say next. Start your preparation early, but don't overdo it the night before. Practice your stories until they feel natural, research until you understand the company
deeply, and prepare questions that show strategic thinking. Most importantly, remember that interviews are mutual evaluations. While they're assessing your fit for their role, you're evaluations with your self, and focus on demonstrating the value
you'll bring to their team. With this systematic approach, you'll walk into every interview with the confidence that comes from thorough preparation and genuine readiness. The job you want is waiting for the candidate who's truly prepared to earn it. This May Help Someone Land A Job, Please Share! HBR Staff/Getty Images/svetolkResignation
numbers have remained abnormally high in the U.S. between July 2021 and October 2021, with millions of Americans quitting the market for the first time, or just looking to make a change, use this guide to prepare for your next interview. Skip to main
contentNeed AI-powered career advice, guidance, support? Ask Maya from The Muse. Advice / Job Search / Interviewing Trending Searches We can't read minds, unfortunately, but we'll give you the next best thing: a list of 64 of the most commonly asked interview questions and answers, along with advice on how to come up with
your own responses. While we don't recommend having a canned response for every interview question (in fact, please don't), we do recommend spending some time getting comfortable with what you might be asked, what hiring managers are really looking for in your responses, and what it takes to show that you're the right person for the job. Land
more interviews by looking for more open jobs on The Muse » Consider this list your job interview questions by role, from
accountant to project manager to teacher.) This seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history. Instead, give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job. Muse writer and MIT career counselor Lily
Zhang recommends using a present, past, future formula. Talk a little bit about your current role (including the scope and perhaps one big accomplishment), then give some background as to how you got there and experience you have that's relevant. Finally, segue into why you want—and would be perfect for—this role. Possible answer to "Tell me
about yourself" "Well, I'm currently an account executive at Smith, where I handle our top-performing client. Before that, I worked at an agency where I was on three different major national healthcare company, which is why
I'm so excited about this opportunity with Metro Health Center." Read this next: A Complete Guide to Answering "Tell me about yourself," this question is a common interview opener. But instead of framing your answer around what qualities and skills make you best for the position, your
answer should group your qualifications by your past jobs and tell your career story. You might choose to tell this story chronologically, especially if there's a great anecdote about what brought you here and where you're going next. But
regardless, when you speak about your "past" and "present," highlight your most relevant experiences and accomplishments for this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up by talking about the future, i.e. connect your past and present together to show why this job and wrap up to the future, i.e. connect your past and present together to show the future is the future of the futur
you can see from my resume, I took a bit of a winding road to get to where I am today. In college, I double majored in chemistry and communications. I found early on that working in a lab all day wasn't for me and at some point I realized I looked forward to the lab class I TA'ed the most. "So when I graduated, I found a job in sales for a consumer
 healthcare products company, where I drew on my teaching experience and learned even more about tailoring your message and explaining role at a massive company where I was responsible for teaching recent graduates the basics of selling. My
trainees on average had more deals closed in their first quarter than any of the other trainers' cohorts. Plus, I got so much satisfaction from finding the right way to train each new hire and watching them progress and succeed. It reminded me of my time as a TA in college. That's when I started taking night classes to earn my chemistry teaching
certificate. "I left my full-time job last year to complete my student teaching at P.S. 118 in Manhattan, and over the summer, I worked for a science camp, teaching kids from the ages of 10 to 12 about basic chemistry concepts and best practices for safe experiments. Now, I'm excited to find my first full-time teaching job, and your district is my top
choice. The low student-to-teacher ratio will let me take the time to teach each student in the best way for them—which is my favorite part of the job." Read More: How to Respond to "Walk Me Through Your Resume"—and Get Your Interview Started on the Right Note Another seemingly innocuous interview question, this is actually a perfect
opportunity to stand out and show your passion for and connection to the company. For example, if you found out about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person, then share why you were so excited about the gig through a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person is a friend or professional contact, name-drop that person 
a random job board, share what, specifically, caught your eye about the role. Possible answer to "How did you hear about this position?" "I heard about this position?" "I heard about the role of a friend, Akiko, and since I'm a big fan of your work and have been following you for a while I decided it would be a great role for me to apply
for."Read More: 3 Ways People Mess Up the (Simple) Answer to "How Did You Come Across This Job Opportunity?" Beware of generic answers! If what you say can apply to a whole slew of other companies, or if your response makes you sound like every other candidate, you're missing an opportunity to stand out. Zhang recommends one of four
strategies: Do your research and point to something that makes the company unique that really appeals to you; talk about how you've watched the company grow and change since you first heard of it; focus on the organization's opportunities for future growth and how you can contribute to it; or share what's gotten you excited from your interactions
with employees so far. Whichever route you choose, make sure to be specific. And if you can't figure out why you're interviewing with by the time you're well into the hiring process? It might be a red flag telling you that this position is not the right fit. Possible answer to "Why do you want to work at this company?"
"I saw on The Muse that you were also hiring for new positions on the West Coast to support your new operations there. I did some more reading about the new data center you're building there and that excites me as I know this means there'll be opportunities to train new teammates. I also learned through a Wall Street Journal article that you're
expanding in Mexico as well. I speak Spanish fluently and would be eager to step up and help liaise whenever necessary." Read More: 4 Better Ways to Answer "Why Do You Want to Work at This Company?" Again, companies want the position.
(And if you don't? You probably should apply elsewhere.) First, identify a couple of key factors that make the role a great fit for you (e.g., "I love customer support because I love the company (e.g., "I've always been
passionate about education, and I think you're doing great things, so I want to be a part of it"). Possible answer to "Why do you want this job?" "I've always been a fan of X Co's products and I've spent countless hours playing your games. I know that your focus on unique stories is what drew me and other fans into your games initially and keeps us
coming back for more. I've followed X Co on social media for a while, and I've always loved how you have people in different departments interact with users. So I was psyched when I came across this posting for a social media manager with TikTok experience. At my last job, I was responsible for launching our TikTok account and growing it to
10,000 followers in six months. Between that experience, my love of gaming, and my deep knowledge of your games and fanbase, I know I could make this TikTok account something special and exciting." Read More: 3 Steps for Answering "Why Do You Want This Job?" This interview question seems forward (not to mention intimidating!), but if you're
 asked it, you're in luck: There's no better setup for you to sell yourself and your skills to the hiring manager. Your job here is to craft an answer that covers three things: that you'd be a better hire than any of the other candidates
Possible answer to "Why should we hire you?" "I know it's been an exciting time for General Tech—growing so much and acquiring several startups—but I also know from experience that it can be challenging for the sales team to understand how new products fit in with the existing ones. It's always easier to sell the product you know, so the newer
stuff can get shortchanged, which can have company-wide ramifications. I have over a decade of experience as a sales trainer, but more importantly, most of those years were working with sales teams that were in the exact same boat Gen Tech is in now. Growth is wonderful, but only if the rest of the company can keep up. I'm confident I can make
sure your sales team is confident and enthusiastic about selling new products by implementing an ongoing sales training curriculum that emphasizes where they sit in a product lineup." Read More: 3 Better Ways to Answer "Why Should We Hire You?" When interviewers ask this question, they don't just want to hear about your background. They
want to see that you understand what problems and challenges they're facing as a company or department as well as how you'll fit into the existing organization. Read the job description closely, do your research on the company, and make sure you pay attention in your early round interviews to understand any issues you're being hired to solve.
Then, the key is to connect your skills and experiences to what the company needs and share an example that shows how you've done similar or transferable work in the past. Possible answer to "What can you bring to the company?" "As Jocelyn talked about in our interview earlier, PopCo is looking to expand its market to small business owners with
less than 25 employees, so I'd bring my expertise in this area and my experience in guiding a sales team that's selling to these customers. I also played a big part in creating our sales strategies when the business began selling to these customers. I
worked with my managers to develop the sales script. I also listened in on a number of sales calls with other account execs who were selling to these customers for the first quarter, our 10-person sales team closed 50 new bookings in this segment, and I personally closed 10 of those deals. I
helped guide my last company through the expansion into small businesses, and I'm eager to do that again at PopCo. Plus, I noticed you have a monthly karaoke night—so I'm eager to bring my rendition of 'Call Me Maybe' to the team as well." Read More: What Interviewers Really Want to Hear When They Ask "What Can You Bring to the Company?
This question has other variations, such as "What are your greatest strengths?" and "What is your greatest strengths?" and "What is your greatest strengths?" and being this question, think quality, not quantity. In other words, don't rattle off a list of adjectives. Instead,
pick one or a few (depending on the question) specific qualities that are relevant to this position and illustrate them with examples. Stories are always more memorable than generalizations. And if there's something you were hoping to mention because it makes you a great candidate, but you haven't had a chance yet, this would be the perfect time.
 Possible answer to "What are your strengths?" I'd say one of my greatest strengths is bringing organization to hectic environments and implementing processes for pretty much everything, from scheduling meetings to planning monthly all
hands agendas to preparing for event appearances. Everyone in the company knew how things worked and how long they would take, and the structures helped alleviate stress and set expectations on all sides. I'd be excited to bring that same approach to an operations manager role at a startup, where everything is new and constantly growing and
could use just the right amount of structure to keep things running smoothly. Read this next: 3 Smart Strategies for Answering "What's Your Greatest Strength?" What your interviewer is really trying to do with this question—beyond identifying any major red flags—is to gauge your self-awareness and honesty. So, "I can't meet a deadline to save my
life" is not an option—but neither is "Nothing! I'm perfect!" Strike a balance by thinking of something that you struggle with but that you've recently volunteered to run meetings to help you get more comfortable when addressing a crowd. Possible
answer to "What are your greatest weaknesses" It can be difficult for me to gauge when the people I'm workloads. To ensure that I'm not asking too much or too little from my team, we have weekly check-ins. I like to ask if they feel like they're on top of their workload, how I could better
support them, whether there's anything they'd like to take on or get rid of, and if they're engaged by what they're doing. Even if the answer is 'all good,' these meetings really lay the groundwork for a good and trusting relationship. Read this next: 4 Ways to Answer "What Is Your Greatest Weakness?" That Actually Sound Believable This one also has
required to complete to provide the interviewer with background context. For example, "In my last job as a junior analyst, it was my role to manage the invoicing process, which saved my group 10 person-hours each month and
reduced errors on invoices by 25%." Possible answer to "What is your greatest accomplishment was when I helped the street lighting to energy-efficient LED bulbs. My role was created to promote and sell the
energy-efficient bulbs, while touting the long-term advantage of reduced energy costs. I had to develop a way to educate city light officials on the value of our energy-efficient bulbs—which was a challenge since our products had an expensive up-front cost compared to less efficient lighting options. I created an information packet and held local
community events aimed at city officials and the tax-paying public. There, I was able to demo the company product, answer questions, and evangelize the value of LED bulbs for the long term. It was crucial to have the public on board and I was able to reach a wide variety of community members with these events. I not only reached my first-year
sales goal of $100,000, but I was also able to help us land another contract in a neighboring city. Plus, the community-focused strategy garnered attention from the national media. And I'm proud to say I got a promotion within one year to senior sales representative. Read this next: The Perfect Formula for Answering "What Is Your Greatest
Accomplishment" in an Interview You're probably not eager to talk about conflicts you've had at work during a job interview. But if you're asked directly, don't pretend you've never had one. Be honest about a difficult situation you've faced (but without going into the kind of detail you'd share venting to a friend). "Most people who ask are only
looking for evidence that you're willing to face these kinds of issues head-on and make a sincere attempt at coming to a resolution," former recruiter Richard Moy says. Stay calm and professional as you tell the story (and answer any follow-up questions), spend more time talking about the resolution than the conflict, and mention what you'd do
differently next time to show "you're open to learning from tough experiences." Possible answer to "Tell me about a challenge or conflict you've faced at work, and how you dealt with it" "Funnily enough, last year I was part of a committee that put together a training on conflict intervention in the workplace and the amount of pushback we got for
requiring attendance really put our training to the test. There was one senior staff member in particular who seemed adamant. It took some careful listening to understand he felt like it wasn't the best use of his time given the workload he was juggling. I made sure to acknowledge his concern. And then I focused on his direct objection and explained
how the training was meant to improve not just the culture of the company, but also the efficiency at which we operated—and that the goal was for the training to make everyone's workload feel lighter. He did eventually attend and was there when I talked to the whole staff about identifying the root issue of a conflict and addressing that directly
without bringing in other issues, which is how I aim to handle any disagreement in the workplace." Read More: 3 Ways You're Messing Up the Answer to "Tell Me About a Conflict You've Faced at Work" You don't have to have a fancy title to act like a leader or demonstrate leadership skills. Think about a time when you headed up a project, took the
initiative to propose an alternate process, or helped motivate your team to get something done. Then use the STAR method to tell your interviewer a story, giving enough detail to paint a picture (but not so much that you start rambling) and making sure you spell out the result. In other words, be clear about why you're telling this particular story and
connect all the dots for the interviewer. Possible answer to "Tell me about a time you demonstrated leadership skills" "I think that a good leader is someone who can make decisions while also listening to others and being willing to admit when you're wrong and course correct. In my last role, my team and I were responsible for giving a big
presentation to a prospective client. I quickly assigned different tasks to members of my team, but the project never really got moving. I gave everyone an opportunity to share their input and concerns, and it turned out that they were struggling in the roles I'd given them. I ended up switching a few people around. Meanwhile, the employee I'd
assigned to give the presentation was nervous, but still wanted to give it a try. I worked with them to make sure they were ready and even held a practice session so that they could rehearse in a more comfortable environment. When the time came for the real thing, they nailed it! We landed the client and the company still has the account to this day
And that employee became a go-to person for important client presentations. I'm really glad I took the time to listen to everyone's concerns so that I could be." Read More: The Best Way to Answer "Tell Me About a Time You Demonstrated Leadership Skills" in a Job Interview The ideal
anecdote here is one where you handled a disagreement professionally and learned something from the experience. Zhang recommends paying particular attention to how you start and end your response. To open, make a short statement to frame the rest of your answer, one that nods at the ultimate takeaway or the reason you're telling this story
For example: "I learned early on in my professional career that it's fine to disagree if you can back up your hunches with data." And to close strong, you learned or gained from this experience would help you in the role you're interviewing for
Possible answer to "What's a time you disagreed with a decision that was made at work?" "In my job as a finance assistant, I was in charge of putting together reports for potential company investments. It was important to get the details and numbers right so that leaders had the best information to make a decision. One time, my boss asked me to
generate a new report on a Wednesday morning and wanted it done by Thursday at 5 PM. Because I'm committed to high-quality work and I wasn't sure my boss fully understood what goes into each report, I knew I needed to speak up. At her next available opening, I sat down with my boss and explained my concerns. She was firm that the report
would be completed by Thursday at 5 PM. So I decided to ask if there was anyone who could help out. After thinking about it, my boss found another assistant who could put in a few hours. While it was a tight timeline, we got the report done, and the committee was really pleased to review it at the meeting. My boss appreciated my extra efforts to
make it happen and I felt good that I hadn't let the quality of the report slip. It was a good experience of being a team player but also knowing when and how to ask for help. And once I explained how much time and work goes into each report, my boss was careful to assign them further in advance." Read More: Here's the Secret to Answering "Tell
Me About a Time You Had a Conflict With Your Boss" in an Interview You're probably not too eager to dig into past blunders when you're trying to impress an interviewer and land a job. But talking about a mistake and winning someone over aren't mutually exclusive, Moy says. In fact, if you do it right, it can help you. The key is to be honest without
placing blame on other people, then explain what you learned from your mistake and what actions you took to ensure it didn't happen again. At the end of the day, employers are looking for folks who are self-aware, can take feedback, and care about doing better. Possible answer to "Tell me about a time you made a mistake" "Early in my career, I
missed a deadline that ended up costing us a really big account. There were a lot of factors that contributed to this, but ultimately, I was the one who dropped the ball. From that I would've changed. It turns out that I was not nearly as organized as I thought I
was. I sat down with my boss, asked for suggestions on how to improve my organizational skills, and a few months later I was able to score an even bigger account for the department." Read More: 3 Rules That Guarantee You'll Nail the Answer to "Tell Me About a Time You Made a Mistake" This question is very similar to the one about making a
mistake, and you should approach your answer in much the same way. Make sure you pick a real, actual failure whenever I'm caught by surprise. I strive to know what's going on with my team and their
work." Then situate your story in relation to that definition and explain what happened. Finally, don't forget to share what you learned. It's OK to fail—everyone does sometimes—but it's important to show that you took something from the experience. Possible answer to "Tell me about a time you failed" "As a team manager, I consider it a failure if I
don't know what's going on with my staff and their work—basically if a problem catches me by surprise then I've failed somewhere along the way. Even if the outcome is ultimately fine, it means I've left a team member unsupported at some point. A somewhat recent example would be this training we do every year for new project managers. Because
it's an event that my team has run so many times, I didn't think to check in and had no idea a scheduling conflict was brewing into a full-on turf war with another team. The resolution actually ended up being a quick and easy conversation at the leadership team meeting, but had I just asked about it sooner it would never have been a problem to begin
with. I definitely learned my lesson about setting reminders to check in about major projects or events even if they've been done dozens of times before." Read More: 4 Steps for Answering "Tell Me About a Time When You Failed" This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive—you have nothing to gain by
being negative about your current employer. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you. For example, "I'd really love to be part of product development from beginning to end, and I know I'd have that opportunity here." And if you were let go
from your most recent job? Keep it simple: "Unfortunately, I was let go," is a totally acceptable answer to "Why are you leaving your current job?" "I'm ready for the next challenge in my career. I loved the people I worked with and the projects I worked on, but at some point I realized I wasn't being challenged the way I used to be.
Rather than let myself get too comfortable, I decided to pursue a position where I can continue to grow." Read More: 4 Better Ways to Answer "Why Are You Leaving Your job due to layoffs, you can simply say, "The company [reorganized/merged/was acquired]
and unfortunately my [position/department] was eliminated." But what if you were fired for performance reasons? Your best bet is to be honest (the job-seeking world is small, after all). But it doesn't have to be a deal breaker. Frame it as a learning experience: Share how you've grown and how you approach your job and life now as a result. And if
you can portray your growth as an advantage for this next job, even better. Possible answer to "Why were you fired?" "After working for XYZ Inc. for four years, there were some changes made to the amount of client calls we were expected to process per hour. I used the techniques we were taught after the change took effect, but didn't want our
customer service to slip. Unfortunately, I wasn't consistently completing the required number of calls, and, as a result, I was let go. I felt really bad about this and in retrospect I could have done better sticking to the process that would have done better sticking to the process that would have let me meet the per hour quota. But you've told me about this and in retrospect I could have done better sticking to the process that would have let me meet the per hour quota. But you've told me about the customer service standards and the volumers.
expectations here, and I believe it won't be a problem." Read More: Stop Cringing! How to Tell an Interviewer You've Been Fired Maybe you were taking care of children or aging parents, dealing with health issues, or traveling the world. Maybe you were taking care of children or aging parents, dealing with health issues, or traveling the world. Maybe you were taking care of children or aging parents, dealing with health issues, or traveling the world.
the gap (or gaps) on your resume. Seriously, practice saying your answer out loud. The key is to be honest, though that doesn't mean you have to share more details than you're comfortable with. If there are skills or qualities you honed or gained in your time away from the workforce—whether through volunteer work, running a home, or responding
to a personal crisis—you can also talk about how those would help you excel in this role. Possible answer to "Can you explain your employment gap?" I spent a number of years working at a company in a very demanding job, in which—as you'll see from my references—I was very successful. But I'd reached a stage in my career where I wanted to focus
on my personal growth. The time I spent traveling taught me a lot about how to get along with people of all ages and cultures. Now I feel this role is the ideal way to do that. Read this next: How to Explain the Gap in Your Resume With Ease Don't be thrown off by
this question—just take a deep breath and explain to the hiring manager why you've made the career decisions you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can show how seemingly
irrelevant experience is very relevant to the role. Possible answer to "Can you explain why you changed career paths?" "Ever since my brother was diagnosed with a heart condition, I've been training and running with him in your annual Heart Run to raise money for your organization and help support patients with expenses not covered by insurance
Each time, I've been struck by how truly dedicated and happy to be there your employees have been. So when I saw this posting for a fundraising role, it felt like it was meant to be. For the last 10 years of my career I've been an account executive for various SaaS companies, and I've really honed my skills when it comes to convincing organizations to
make regular payments for something over the long-term. But I've been looking for a position in fundraising where I can use these skills to really help people and I'm highly motivated to do that with your organization." Read More: How to Explain Your Winding Career Path to a Hiring Manager It's now illegal for some or all employers to ask you about
your salary history in several cities and states, including New York City; Louisville, North Carolina; California; and Massachusetts. But no matter where you live, it can be stressful to hear this question, Muse career coach Emily Liou says, with
a response like: "Before discussing any salary, I'd really like to learn more about what this role entails. I've done a lot of research on [Company] and I am certain if it's the right fit, we'll be able to agree on a number that's fair and competitive to both parties." You can also reframe the question around your salary expectations or requirements (see
question 38) or choose to share the number if you think it will work in your favor. Possible answer to "What's your current salary?" "Before discussing any salary, I'd really like to learn more about what this role entails. I've done a lot of research on [Company] and I am certain if it's the right fit, we'll be able to agree on a number that's fair and
competitive to both parties." Read More: Here's How You Answer the Illegal "What's Your Current Salary" Question Tread carefully here! The last thing you want to do is let your answer devolve into a rant about how terrible your current salary" Question with
poise is to focus on an opportunity the role you're interviewing for offers that your current job doesn't. You can keep the conversation positive and emphasize why you're so excited about the job. Possible answer to "What do you like least about your job?" "In my current role, I'm responsible for drafting media lists to pitch. While I've developed a
 knack for this and can do it when it is necessary, I'm looking forward to a job that allows me to have a more hands-on role in working with media partners. That's one of the things that most excited me about your account supervisor position." Read More: What Interviewers Really Want When They Ask, "What Do You Like Least About Your Job?" Hint
Ideally the same things that this position has to offer. Be specific. Possible answer to "What are you looking for in a new position?" "I've been honing my data analysis skills for a few years now and, first and foremost, I'm looking for in a new position where I can continue to exercise those skills. Another thing that's important to me is the chance to present
my findings and suggestions directly to clients. I'm always very motivated by being able to see the impact of my work on other people. And I'm definitely looking for a position where I can grow since I hope to take on managerial responsibilities in the future. To sum it up, I'd love a position where I can grow since I hope to take on managerial responsibilities in the future.
with my own eyes. Of course, the position is only part of the equation. Being at a company where I can grow and work toward something I care about matters, too. DNF's goal of being at the intersection between data and education inspires me, and I'm really excited about this opportunity." Read More: 4 Steps for Answering "What Are You Looking the intersection between data and education inspires me, and I'm really excited about this opportunity." Read More: 4 Steps for Answering "What Are You Looking the intersection between data and education inspires me, and I'm really excited about this opportunity."
for in a New Position?" Hint: Ideally one that's similar to the environment of the company you're applying to. Be specific. Possible answer to "What type of work environment do you prefer?" "I really like the environment in my current position. My manager is a great resource and always willing to help out when I run into an issue, but they trust me to
get my work done so I have a lot of freedom in how I schedule and prioritize, which is very important to me. Everyone has their own cubicle, so it's often pretty quiet to get our work done, but we all get lunch together and our team has a lot of check-in meetings and communicates frequently via Slack so we still get a lot of opportunities to bounce
 ideas off each other. So I like both individual and more collaborative work. How would you describe the mix here?" Read More: 3 Steps to Answering "What Type of Work Environment Do You Prefer?" When an interviewer asks you about your work style, they're probably trying to imagine you in the role. How will you approach your work? What will it
be like to work with you? Will you mesh well with the existing team? You can help them along by choosing to focus on something that's important to you and aligns with everything you've learned about the role, team, and company so far. The question is broad, which means you have a lot of flexibility in how you answer: You might talk about how you
communicate and collaborate on cross-functional projects, what kind of remote work setup allows you to be most productive, or how you approach leading a team and managing direct reports. Just try to keep it positive. And remember, telling a story will almost always make your answer more memorable. Possible answer to "What's your work style?
"I tend to do my best work when I'm collaborating with colleagues and we're working together toward a common goal. I was that rare student who loved group projects and now I still get a rush of excitement when I'm planning marketing campaigns with a team and bringing new and different voices into the fold. When I was working at XYZ Agency,
made it a habit to extend invitations to folks in different departments to join certain brainstorming and feedback sessions. Some of our most successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with coworkers in IT, HR, product, and customer successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generated together with a successful campaigns grew out of the ideas we generate
the product and sales teams as well as with a talented marketing team. The other thing I find is crucial to making these collaborations successful is organization and documentation, so I'm also really big on creating one central home for all materials related to a project, including meeting notes, action items, drafts of campaign copy and visuals, and
timelines." Read More: How to Answer "What Is Your Work Style?" in an Interview (Plus Examples!) The best managers are strong but flexible, and that's exactly what you want to show off in your answer. (Think something like, "While every situation and every team member requires a bit of a different strategy, I tend to approach my employee
relationships as a coach...") Then share a couple of your best managerial moments, like when you grew your team from five to 15 or coached an underperforming employee to become the company's top salesperson. Possible answer to "What's your management style?" "Management style is so hard to put your finger on, but I think in general a good
manager gives clear directions and actually stays pretty hands-off, but is ready and available to jump in to offer guidance, expertise, and help when needed. I try my best to make that my management style. I also go out of my way to make sure I know when my team needs help. That means plenty of informal check-ins, both on the work they're doingness.
and on their general job satisfaction and mental well-being. I remember one project in particular at my most recent position that involved everyone working on a separate aspect of the product. This meant a lot of independent work for my team of seven people, but rather than bog everyone down with repetitive meetings to update me and everyone
else on progress made, I created a project wiki that allowed us to communicate new information when necessary without disrupting another team member's work. I then made it my job to make sure no one was ever stuck on a problem too long without a sounding board. Ultimately, despite the disparate project responsibilities, we ended up with a
very cohesive product and, more importantly, a team that wasn't burnt out." Read More: How to Answer "What's Your Management Style?" First, be honest (remember, if you make it to the final round, the hiring manager will be calling your former bosses and coworkers for references!). Then try to pull out strengths and traits you haven't discussed
in other aspects of the interview, such as your strong work ethic or your willingness to pitch in on other projects when needed. Possible answer to "How would your boss and coworkers described me as someone who takes initiative and doesn't shy away
from hard problems. My role involves a lot of on-site implementation, and when things go wrong, it's usually up to me to fix it. Rather than punting the problem back to the team, I always try to do what I can first. I know she appreciates that about me." Read More: 3 Strategies for Answering "How Would Your Boss or Coworkers Describe You?"
Here's another question you may feel the urge to sidestep in an effort to prove you're the perfect candidate who can handle anything. But it's important not to dismiss this one (i.e. don't get stressed out"). Instead, talk about your go-to strategies for dealing with stress (whether it's
meditating for 10 minutes every day or making sure you go for a run or keeping a super-detailed to-do list) and how you communicate and otherwise proactively try to mitigate pressure. If you can give a real example of a stressful situation you navigated successfully, all the better. Possible answer to "How do you handle stress?" I stay motivated by
thinking about the end result. I've found that even in the midst of a challenging situation, reminding myself of my goals helps me take a step back and stay positive. Read this next: 3 Ways You're Messing Up the Answer to "How Do You Deal With Stressful Situations?" Interviewers will sometimes ask about your hobbies or interests outside of work in
order to get to know you a little better—to find out what you're passionate about and devote time to during your off-hours. It's another chance to let you're going to spend all your time focusing on something other than the job you're
applying for. Possible answer to "What do you like to do outside of work?" "I'm a huge foodie. My friends and I love trying new restaurants in town as soon as they open—the more unusual the better! I love discovering new foods and cuisines, and it's also a great activity to share with friends. I try to go out with the same group at least once a week and
it's a fun way to make sure we keep in touch and share experiences even when we're busy with other things. We even took a trip to New York City and spent each day in a different neighborhood, buying something to share from a few restaurants." Read More: How to Answer "What Are Your Hobbies?" in an Interview (It's Not a Trick Question!)
Questions about your family status, gender ("How would you handle managing a team of all men?"), religion, or age are illegal—but they still get asked (and frequently). Of course, not always with ill intent—the interviewer might just be trying to make conversation and might not realize these are off-limits—but
you should definitely tie any questions about your personal life (or anything else you think might be inappropriate) back to the job at hand. Possible answer to "Are you planning on having children?" "You know, I'm not quite there yet. But I am very interested in the career paths at your company. Can you tell me more about that?" Read More: 5
Illegal Interview Questions and How to Dodge Them Would you want to work with a hot mess? Yeah, we didn't think so. Neither does anyone else. A disorganized worker doesn't just struggle in their own role, they can also create chaos for peers, managers, direct reports, clients, customers, and anyone else they interact with. So interviewers will
often ask about how you keep yourself organized to make sure you'd be able to handle the workload and gauge what you'd be like to work with. In your answer, you'll want to reassure them you'd have things under control (both in what you say it), describe a specific system or method you've used (bonus points if you can tie it to them you'd have things under control (both in what you say it), describe a specific system or method you've used (bonus points if you can tie it to them you'd have things under control (both in what you say it), describe a specific system or method you've used (bonus points if you can tie it to them you'd have things under control (both in what you say it), describe a specific system or method you've used (bonus points if you can tie it to them you'd have things under control (both in what you say it), describe a specific system or method you've used (bonus points if you can tie it to them you'd have things under control (both in what you say it), describe a specific system or method you've used (bonus points if you can tie it to them you'd have things under control (both in what you say it).
role you're interviewing for), and explain how it benefited you and your team. Just make sure your answer to "How do you stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay organized." "I take pride in my ability to stay 
       meticulous calendar for each of the platforms I'm responsible for using Hootsuite—which I noticed you use here as well—and I try to block off time twice a week to get ahead on creating and slotting in posts. "Second, I'm a big fan of Trello, where I have one personal board I use as a to-do list color-coded by type of task and marked with priority
level and one shared marketing team board that we use to coordinate campaigns launching across social, email, and other channels. We pay very close attention to the news in case we need to pause a campaign. If needed, I'd tag all the relevant stakeholders on Trello, immediately suspend all scheduled content in Hootsuite, and start a discussion on
Slack or suggest a meeting to reassess strategy. "Finally, I created a shared folder on Google Drive with subfolders by campaign that I update with one-pagers on goals and strategies, assets, a record of the actual posts deployed, performance analyses, and retros. That way, there's a go-to place for anyone on the team to refer back to past projects,
which I've found really helps us learn from every campaign and incorporate those learnings into what we're working on next." Read More: What Interviewers want to know that you can manage your time, exercise judgement, communicate, and shift gears when
needed. Start by talking about whatever system you've found works for you to plan your day or week, whether it's a to-do list app you swear by or a color-coded spreadsheet. This is one where you'll definitely want to lean on a real-life example. So go on to describe how you've reacted to a last-minute request or another unexpected shift in priorities in
the past, incorporating how you evaluated and decided what to do and how you communicated with your manager and/or teammates about it. Possible answer to "How do you prioritize your work?" "I'd be lost without my daily to-do list! At the beginning of each workday, I write out tasks to complete, and list them from highest to lowest priority to
help keep me on track. But I also realize priorities change unexpectedly. On one particular day recently, I had planned to spend most of my time making phone calls to advertising agencies to get price quotes for an upcoming campaign. Then I did a quick check-in with my manager. She mentioned she needed help putting together a presentation ASAP
for a major potential client. I moved the more flexible task to the end of the week and spent the next few hours updating the time-sensitive presentation. I make it a point to keep lines of communication open with my manager and coworkers. If I'm working on a task that will take a while to complete, I try to give a heads-up to my team as soon as
possible. If my workload gets to be unmanageable, I check in with my boss about which items can drop to the bottom of the priority list, and then I try to reset expectations about different deadlines." Read More: A Foolproof Method to Answer the Interview Question "How Do You Prioritize Your Work?" You're not a robot programmed to do your work
and then power down. You're a human, and if someone asks you this question in an interview, it's probably because they want to get to know you better. The answer can align directly with the type of work you'd be doing in that role—like if, for example, you're applying to be a graphic designer and spend all of your free time creating illustrations and
data visualizations to post on Instagram. But don't be afraid to talk about a hobby that's different from your day-to-day work. Bonus points if you can "take it one step further and connect how your passion would make you an excellent candidate for the role you are applying for," says Muse career coach Al Dea. Like if you're a software developer who
loves to bake, you might talk about how the ability to be both creative and precise informs your approach to code. Possible answer to "What are you passionate about?" "One of my favorite pastimes is knitting—I love being able to create something beautiful from nothing. Of course, knitting also requires a keen attention to detail and a lot of patience.
Luckily, as an accountant I have cultivated both of those qualities!" Read More: 3 Authentic Ways to Answer "What Are You Passionate About?" in a Job Interviewer wants to make sure you're excited about this role at this company, and that
you'll be motivated to succeed if they pick you. So think back to what has energized you in previous roles and pinpoint what made your eyes light up when you read this job description. Pick one thing, make sure it's relevant to the role and company you're interviewing for, and try to weave in a story to help illustrate your point. If you're honest, which
you should be, your enthusiasm will be palpable. Possible answer to "What motivates you?" "I'm driven primarily by my desire to learn new things—big or small—and take on new responsibilities so that I'm constantly growing as an employee and contributing more to my team and organization. I spent several summers working as a camp counselor
and felt most fulfilled when I volunteered to lead planning for a talent show, jumped in to help with scheduling logistics, and learned how to run pickups efficiently. All of that experience helped immensely when I took a step up to become the lead counselor last year focused on operations, and that's what excites me so much about the opportunity to
take on this managerial role for the after-school program." Read More: 5 Easy Steps to Answer "What Motivates You?" in an Interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield. But it'll be easier to navigate if you know why an interview Here's another one that feels like a minefield in the same of the same 
deal with conflict. So be certain you pick something that doesn't contradict the culture and environment at this organization while still being honest. Then explain why and what you've done to address it in the past, doing your best to stay calm and composed. Since there's no need to dwell on something that annoys you, you can keep this response
short and sweet. Possible answer to "What are your pet peeves?" "It bothers me when an office's schedule is really disorganized, because in my experience, disorganization can cause confusion, which can hurt the motivation of the team. As a person who likes things to be orderly, I try to help keep my team on task while also allowing for flexibility."
Read More: 6 Tips for Answering "What Are Your Pet Peeves?" in an Interview This is another one of those questions that's about finding the right fit—both from the company's perspective and your own. Think back on what worked well for you in the past and what didn't. What did previous bosses do that motivated you and helped you succeed and
grow? Pick one or two things to focus on and always articulate them with a positive framing (even if your preference comes from an experience where your manager to do). If you can give a positive example from a great boss, it'll make your answer even stronger. Possible
answer to "How do you like to be managed?" "I enjoy having my hands in a lot of different projects, so I like working with managers who allow their employees to experiment, be independent, and work cross-functionally with other teams. At the same time, I really welcome it when a boss provides me with support, guidance, and coaching. No one cannot be independent, and work cross-functionally with other teams.
do anything alone, and I believe when managers and employees collaborate together and learn from one another everyone comes out on top." Read More: 3 Easy Steps to Answer "How Do You Like to Be Managed?" in an Interview This guestion might make you uncomfortable. But you can think of it as an opportunity to allow the interviewer to get to
know you better and to position yourself as an excellent choice for this job. First off, make sure you say yes! Then pick one specific professional achievement you're interviewing for—one that demonstrates a quality, skill, or experience that would help you excel in this position. You'll want to explain why
you consider it a success, talk about the process in addition to the outcome, and highlight your own horn! Possible answer to "Do you consider yourself successful?" "I do consider myself successful, even though I'm early in my
professional career. I took a full load of classes in my junior year of college because I wanted to take that summer to volunteer for a human rights organization overseas. I knew that I needed to make sure I was on track with my major, minor, and graduation requirements. It was difficult to juggle it all with my part-time job, which I kept to help
account for the fact that I wouldn't be earning money over the summer, and there were a few sleepless nights. But it was worth the hard work: I ended the year with a 3.9 GPA and the opportunity to volunteer for the agency in Ghana without falling behind my graduation timeline. For me success is about setting a goal and sticking with it, no matter
how hard it is, and this experience was proof that I could be successful even when there's a lot to balance, which I know there always is at a nonprofit like this one." Read More: How to Answer "Do You Consider Yourself Successful?" Without Feeling Like a Show-Off If asked this question, be honest and specific about your future goals, but consider
this: A hiring manager wants to know a) if you've set realistic expectations for your career, b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those
lines. And if the position isn't necessarily a one-way ticket to your aspirations? It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision. Possible answer to "Where do you see yourself in five years?" "In five years, I'd like to be in a position where I know
more about my longer-term career aspirations as a designer. I will have gotten experience working for a design agency and know more about the industry overall. I'll have grown my technical skills and learned how to take feedback from clients and incorporate it. And the way your agency is set up, I'll also have gotten the opportunity to design
different kinds of deliverables—including websites, branding, and ad campaigns—for different kinds of clients to see where I really feel at home before settling on a focus." Read More: How to Answer "Where Do You See Yourself in 5 Years?" Having goals shows interviewers you care, are ambitious, and can think ahead. Having a plan for how you'll
achieve your goals demonstrates your self-motivation as well as organizational and time management skills. Finally, the fact that you've accomplished past goals you've set for yourself is proof of your prospective boss,
team, and company do the same. To craft your answer, make sure you focus on one or two goals in detail, explain why the goals are meaningful, communicate what milestones are coming up, highlight past successes, and connect back to this job. Possible answer to "How do you plan to achieve your career goals?" "My current goal is to earn the CPA
license so that I'm fully certified and prepared to contribute in a junior staff accounting job. My undergraduate degree is in finance and I completed an accounting internship with XYZ Company last summer. While I was there, I decided that each week I'd ask one person from a different team to coffee to learn about their job and career path. Not only
did those conversations impress upon me the importance of getting my CPA as soon as possible, they also helped me realize I was eager to pursue forensic accounting, which is why I'm so excited about the opportunity to join this team. In order to ensure I earn my CPA this year, I enrolled in NASBA workshops, created a study schedule to keep myself
on track, and will be taking my first trial test in three weeks. I plan on taking the actual test within the next three to six months." Read More: How Do You Plan to Achieve Your Career Goals?" in an Interview Career aspirations are bigger and loftier than career goals. With this question, interviewers are asking: What kind of career
would make you happiest (while also being realistic)? Your aspirations might revolve around what kind of company you'd like to be seen by your colleagues. So to answer this question, talk about what would energize and fulfill you and connect it to the position you're
interviewing for. Be specific about how this job will help you achieve your career aspirations?" "After growing up in a food desert, my biggest professional aspiration is to help make healthy food more widely available and accessible regardless of where you live. I also love solving complex
problems. Currently, as a project manager, I specialize in strategic planning and combine it with a natural ability to engage critical stakeholders—resulting in on-time and under-budget delivery. This role would help me use those skills to work on a mission I'm passionate about. I am determined to use these skills to help your organization guarantee
our community has access to affordable, nutritious food and information to make healthy decisions. In the next five or so years, I would love to take on additional responsibility and be in a decision-making role to drive the mission beyond our community and support even more families in gaining access to nutritious food options." Read More: How to
Answer "What Are Your Career Aspirations?" in an Interview Companies might ask you who else you're interviewing with for a few reasons. Maybe they want to see how serious you are about this role and team (or even this field) or they're trying to find out who they're trying to find out who they're competing with to hire you. On one hand, you want to express your enthusiasm for
this job, but at the same time, you don't want to give the company any more leverage than it already has by telling them there's no one else in the running. Depending on where you are in your search, you can talk about applying to or interviewing for a few roles that have XYZ in common—then mention how and why this role seems like a particularly
good fit. Possible answer to "What other companies are you interviewing with?" "I'm interviewing with? "I'm interviewing with a few companies for a range of positions, but they all come down to delivering an excellent customer experience. I wanted to keep an open mind about how to best achieve that goal, but so far it seems that this role will really allow me to focus all of
my energy on customer experience and retention, which I find very appealing." Read More: How to Answer "What Other Companies Are You Interviewing With?" "They genuinely want to know the answer," Dea promises. Give them a reason to pick you over other similar candidates. The key is to keep your answer relevant to the role you're applying
to. So the fact that you can run a six-minute mile or crush a trivia challenge might not help you get the job (but hey, it depends on the job!). Use this opportunity to tell them something that would give you an edge over your competition for this position. To figure out what that is, you can ask some former colleagues, think back to patterns you've seen
in feedback you get, or try to distill why people tend to turn to you. Focus on one or two things and don't forget to back up whatever you say with evidence. Possible answer to "What makes you unique?" "I basically taught myself animation from scratch. I was immediately drawn to it in college, and with the limited resources available to me, I decided
to take matters into my own hands—and that's the approach I take in all aspects of my work as a video editor. I don't just wait around for things to happen, and when I can, I'm always eager to step in and take on new projects, pick up new skills, or brainstorm new ideas." Read More: A Simple Way to Answer "What Makes You Unique?" in Your Job
Search (Plus, Examples!) It's a good sign if a recruiter or hiring manager is interested in more than just what's on your resume. It probably means they looked at your resume, think you might be a good fit for the role, and want to know more about you. To make this wide-open question a little more manageable, try talking about a positive trait, a story
or detail that reveals a little more about you and your experience, or a mission or goal that makes you excited about this role or company. Possible answer to "What should I know that's not on your resume?" "Well, one thing you won't find on my resume?" "Well, one thing you won't find on my resume going girl
who looked like she was drowning. I was a lifeguard in high school, so I swam out, brought her to shore, and gave her CPR. Although this was—hopefully—a one-time event, I've always been able to stay calm during stressful situations, figure out a solution, and then act. As your account manager, I'd use this trait to quickly and effectively resolve
issues both within the team and externally. After all, obstacles are inevitable, especially in a startup environment. And if anyone needs CPR at the office beach party, well, I'm your woman." Read More: The Right Way to Answer "What Should I Know That's Not on Your Resume?" Your potential future boss (or whoever else has asked you this question)
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wants to know that you've done your research, given some thought to how you'd get started, and would be able to take initiative if hired. (In some interviews, you might even get the more specific, "What would your first 30, 60, or 90 days look like in this role?") So think about what information and aspects of the company and team you'd need to familiarize yourself with and which colleagues you'd want to sit down and talk to. You can also suggest one possible starter project to show you'd be ready to hit the ground running and contribute early on. This won't necessarily be the thing you do first if you do get the job, but a good answer shows that you're thoughtful and that you care. Possible answer to "What would vour first few months look like in this role?" "It's been exciting to hear about some of the new initiatives the company-wide sync, but I know there's still a lot for me to learn. The first thing I'd do is line up meetings with the stakeholders involved in the projects I'd be tackling to help me figure out what I don't know and then go from there. Hopping into a database project halfway through can be tricky, but I'm confident that once I know what all the stakeholders are looking for, I'll be able to efficiently plot out our next steps and set appropriate deadlines. From there, I'll be focused on hitting the milestones that I've set for the team." Read More: The 30-60-90 Day Plan: Your Secret Weapon for New Job Success The number one rule of answering this question is: Figure out your network. Be sure to take your experience, education, skills, and personal needs into account, too! From there, Muse career coach Jennifer Fink suggests choosing from one of three strategies: Give a salary range: But keep the bottom of your stated range toward the mid-to-high point of what you're actually hoping for, Fink says. Flip the question: Try something like "That's a great question—it would be helpful if you could share what the range is for this role," Fink says. Delay answering: Tell your interviewer that you'd like to learn more about the role or the rest of the compensation package before discussing pay. (And here's some more info on responding to a question about your salary requirements on an application form.) Possible answer to "What are your salary requirements?" Taking into account my experience and Excel certifications, which you mentioned earlier would be very helpful to the team, I'm looking for somewhere between \$42,000 annually for this role. But for me, benefits definitely matter as well. Your free on-site gym. the commuter benefits, and other perks could definitely allow me to be a bit flexible with salary. Read this next: 3 Strategies for Answering "What Are Your Salary Expectations?" in an Interview This question can really do a number on you. How do you give a meaty answer without insulting the company or, worse, the person you're speaking with? Well first, take a deep breath. Then start your response with something positive about the company or specific product you're bringing to the table and explain why you'd make the change you're suggesting (ideally based on some past experience or other evidence). And if you end with a question, you can show them you're curious about the company or product and open to other points of view. Try: "Did you consider that approach here? I'd love to know more about your process." Read More: How to Answer the "How Would You Improve Our Company?" Interview Ouestion Without Bashing Anyone Your goal here should be to set realistic expectations that will work for both you and the company. What exactly that sounds like will depend on your specific situation. If you're ready to start immediately—if you're ready to start immediately—if you're ready to start within the week. But if you need to give notice to your current employer, don't be afraid to say so; people will understand and respect that you plan to wrap things up right. It's also legitimate to want to take a break between jobs, though you might want to say you have "previously scheduled commitments to attend to" and try to be flexible if they really need someone to start a bit sooner. Possible answer to "When can you start?" "I am excited for the opportunity to join your team. I have several projects to wrap up in my current role at [Company]. I plan to give them two weeks' notice to make a smooth transition for my coworkers and will be happy to come onboard with the team here after that time." Read More: 4 Ways to Answer the Interview Question "When Can You Start?" While this may sound like a simple yes-or-no question, it's often a little bit more complicated than that. The simplest scenario is one where you're totally open to moving and would be willing to do so for this opportunity. But if the answer is no, or at least not right now, you can reiterate your enthusiasm for the role, briefly explain why you can't move at this time, and offer an alternative, like working remotely or out of a local office. Sometimes it's not as clear-cut, and that's OK. You can say you prefer to stay put for xyz reasons, but would be willing to consider relocating for the right opportunity. Possible answer to "Are you willing to relocate?" "I do love living in Raleigh and would prefer to stay here. However, for the right opportunity I'd be willing to consider relocating if necessary." Read More: The Best Responses to "Are You Willing to Relocate?" Depending on Your Situation 1,000? 10,000? Seriously, you might get asked brain-teaser questions like these, especially in quantitative jobs. But remember that the interviewer doesn't necessarily want an exact number—they want to make sure that you understand what's being asked of you, and that you can set into motion a systematic and logical way to respond. So take a deep breath and start thinking through the math. (Yes, it's OK to ask for a pen and paper!) Read More: 9 Steps to Solving an Impossible Brain Teaser in a Tech Interview (Without Breaking a Sweat) Seemingly random personality-test type questions like these come up in interviews because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say..." Read More: 4 Steps for Answering Off-the-Wall Interview Questions If you're interviewing for a sales job, your interviewer might put you on the spot to sell them a pen sitting on the table, or a legal pad, or a water bottle, or just something. The main thing they're testing you for? How you handle a high-pressure situation. So try to stay calm and confident and use your body language—making eye contact, sitting up straight, and more—to convey that you can handle this. Make sure you listen, understand your "customer's" needs, get specific about the item's features and benefits, and end strong—as though you were truly closing a deal. Read More: 4 Tips for Responding to "Sell Me This Pen" in an Interview Just when you thought you were done, your interviewer asks you this open-ended doozy. Don't panic—it's not a trick question! You can use this as an opportunity to close out the meeting on a high note in one of two ways, Zhang says. First, if there really is something relevant that you haven't had a chance to mention, do it now. Otherwise, you can briefly summarize your qualifications. For example, Zhang says, you could say: "I think we've covered most of it, but just to summarize, it sounds like you're looking for someone who can really hit the ground running. And with my previous experience [enumerate experience for a hiring like you're looking for someone who can really hit the ground running. And with my previous experience [enumerate experience for a hiring like you're looking for someone who can really hit the ground running. And with my previous experience for a hiring like you're looking for someone who can really hit the ground running. And with my previous experience for a hiring like you're looking for someone who can really hit the ground running. And with my previous experience for a hiring like you're looking for someone who can really hit the ground running. And with my previous experience for a hiring like you're looking for someone who can really hit the ground running. manager to grill you—it's an opportunity to sniff out whether a job is the right fit from your perspective. What do you want to know about the position? The company? The department? The team? You'll cover a lot of this in the actual interview, so have a few less-common questions ready to go. We especially like questions targeted to the interviewer ("What's your favorite part about working here?") or the company's growth ("What can you tell me about your new products or plans for growth?") If you're interviewing for a remote role, there are some specific questions you might want to ask related to that.Read this next: 70 Smart Questions to Ask in a Job Interview in 2025 Just like "Tell me about yourself," this question should be answered with a mix of your strengths and traits that makes you a good fit for the position. Don't focus too much on your professional experiences, though, since you're likely to discuss your resume later on in the interview. Possible answer to "How would you describe yourself?" I'm a highly motivated and driven professional that doesn't shy away from responsibilities. I see every challenge as an opportunity to learn quickly and adapt to new environments has been a key factor in my success as a project manager, since I've worked for multiple industries, from technology to finance. This question demands just as much honesty as "How would your boss describe you?" because the employer may ask for a character reference letter if you advance in the hiring process. Think about strong personality traits that you haven't already discussed in the interview so you don't sound repetitive. And as always, try to connect these traits with the job you're applying for. Possible answer to "How would a friend describe you?" "On my last birthday, a friend I volunteered with at our local food bank described me as a reliable and dedicated individual. As a volunteer, for me it's all about organization, selflessness, and teamwork. So I always made sure I was a person that people could count on." Going to an interview not knowing any company information is a rookie mistake—especially if you're in a competitive field or applying for one of those "dream companies" a lot of people would like to work for. These places receive thousands of resumes yearly, if not monthly, and you need to show them you're not randomly applying to multiple companies without applying to multiple companies. knowing anything about them. Possible answer to "What do you know about the company?" "I've been a fan of your product since I first tried it in 2018. The quality impressed me and I became a frequent customer. I also admire your commitment to protecting the environment and ending animal cruelty by making vegan products with recycled packaging." Employers may ask this question to assess your priorities and ambitions and see if they align with the company's mission and value. To give a good answer, consider a great accomplishment of yours and what you'd like to achieve in the future. Try to connect it with the company's view on success and give a practical example. Possible answer to "How do you define success?" "I define success as leaving a positive impact everywhere I work by fostering a collaborative environment with my team and colleagues. For me success means not only meeting my personal and professional goals but also helping the company and those around me to achieve their goals as well."Read More: 3 Better Ways to Define Success in Your Life (Because It's Not Always About the Money) Though the question mentions "goals." plural, you don't want to vaguely recite a long list of goals. Instead stick to one goal that's really important to you (or maybe two if you can't decide). As always, make sure your goal aligns with the company and role you're applying for. So, try to connect what you want to show the hiring manager that you're currently doing to achieve your goals—you want to show the hiring manager that you're currently doing to achieve your future goals?" My current career goal is earning my data analysis certification so that I'm fully prepared to move from a junior analyst to a mid-level analyst position in an accounting firm. I've been working towards this goal for the past year. First by enrolling in a data analysis online certification. Second, by having informational interviews with professionals from my network who currently work in my dream position. I think their quidance, along with the technical knowledge I'm getting from the certification and my hard work, will help me get there. If you're applying for a management position, hiring managers will want to assess your leadership skills. To answer this guestion, you want to highlight your most relevant traits as a leader and illustrate it with examples from past experiences. Possible answer to "Describe your leadership style as direct. In my last role, I managed a remote workers and that they had the freedom to manage their own time and tasks, as long as they met our deadlines and achieved significant results. I always made sure to clearly indicate what was a priority and what wasn't, and provide straight-to-the-point briefings and project roadmaps. This approach proved successful as we increased our conversion rate by 32% in six months." Read More: 10 Most Common Leadership Styles and Their Pros and Cons in 2024 Much like the "ideal work environment" question, here you basically need to describe a company culture that's similar to the one you're currently applying for. Be sure to do some extensive research on the company before the interview. Possible answer to "Describe your ideal company culture" "I really thrive in collaborative work environments. So my ideal company culture would be a culture of partnership and teamwork. I'm always willing to help others and my experience has taught me that people work better when there's trust, collaboration, and communication instead of competition and toxicity. How would you describe the culture here?" Once again, companies prefer candidates who are passionate and know what they want instead of those candidates that are spam-sending their resumes to every potential employer in the city. So, be very specific with your answer. Possible answer to "What interests you about this role?" "In my last role, I managed two remote teams in South America and Europe. It was challenging but also very rewarding. I perfected my Spanish speaking skills, learned about the countries. So I left that position certain that I'd love to manage international projects again. And that's exactly what interested me about this role: the opportunity to lead accounts in and outside the U.S., and connect with and learn from foreign professionals." Employers want to know what type of employee you are, but they don't want to hear a list of random and cliche personality traits. Instead, provide an example of a situation that highlighted your work ethic. Possible answer to "Describe your work ethic" "I would describe my work ethic as driven and committed. For instance, at my last job as a sales manager, our customer influx tripled in December, which was historically one of the month, I decided to take a couple of double shifts to help the sales associates with clients and with the store's organization throughout the day. This helped us get work done faster and increased customer satisfaction by 20%." It's safe to assume most companies would prefer employees that value collaboration, and teamwork towards shared goals instead of individualistic and selfish individuals. So, be sure to emphasize those traits in your answer. Possible answer to "What makes an effective team?" "In my opinion, an effective team is made of committed and driven people who aren't afraid to ask for help and don't shy away from problems. Each member of the team should bring their unique expertise, strengths, and ideas to come up with creative solutions and spark innovation. It's also important to have accountability, responsibility, and respect for others. As a team, you want to be able to depend on your coworkers to achieve shared goals." Employers ask this guestion to evaluate your professional background, you should emphasize your most relevant skills and illustrate how they relate to the role you're interviewing for. The goal is to give them certainty that you meet the job requirements and are a good fit for the position. Possible answer to "How is your previous experience relevant?" In my most recent role as a web developer, I developed as strong skill set in HTML, CSS, and JavaScript. I worked with clients across multiple industries, such as entertainment, journalism, and hospitality, and helped them grow their online traffic with my skills. I'm sure I can apply this skill set directly to the role of lead web developer, since I'd be working with similar clients. This question is somewhat similar to "How do you handle stress?" and can be a bit tricky. On one hand, you want to demonstrate that you're capable of performing well under pressure—especially if you're in a field where high-pressure situations are common. On the other hand, you don't want to come across as someone who can only perform when pushed by a boss or tight deadlines. Possible answer to "Can you work under pressure?" Yes. I have been working in customer-facing positions for five years now, and my professional experiences have equipped me to handle pressure and stressful situations effectively. I understand that, as a supervisor, my response to stress influences my team, so I always strive to set a positive example. I communicate openly when a high-pressure situation arises and ask if anyone is available to assist, fostering teamwork and collaboration.

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