



Some Common Interview Questions

- Tell me about yourself.
- Why should we hire you?
- What is your greatest strength?
- What is your weakness?
- Why do you want to work here?
- Why did you leave your last job? or Why do you want to leave your current job?
- Can you explain this gap in your employment history?
- What is your greatest accomplishment?
- Describe a difficult work situation.
- Where do you see yourself in 5 years?
- Tell me about a time when you had to deal with two important tasks/projects at once and how you handled it.
- Tell me about a time when you noticed a colleague not following procedures.
- Tell me about a time when you improved a process or system.
- Tell me about a time when something didn't go as you had originally planned and you had to correct your plan along the way.
- Tell me about a time you went above and beyond the call of duty.

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Practice

Sample Interview Question:

Your Answer:

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Questions YOU may want to ask

- What qualities are you looking for in a successful candidate?
- What does success look like?
- How would you define the work culture here?
- What tends to be the management style here?
- How would my performance be measured?
- What would you say is most difficult – satisfying – challenging about this job?
- What are the top priorities for this position?
- Is there anything else I should know that would help me understand this position? Organization/ Company?
- Do you have any concerns about my candidacy?

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Researching Companies

- Check out www.hoovers.com
- Boston Business Journal – www.bizjournals.com/boston/
- Kirstein Business Library, BPL – www.bpl.org/research/kbb/kbbhome.htm
- Hoovers – www.hoovers.com
- Chambers of Commerce
- Professional Associations by Industry
- Company website
- LinkedIn – www.linkedin.com
- Glassdoor – www.glassdoor.com
- Also search articles on newspaper or trade journal Web Sites:
 - Boston Globe – www.boston.com
 - New York Times – www.nytimes.com
 - Industry Click – <http://industryclick.com> – access to hundreds of trade journals

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