

## TOP – 50 Interview Q's & A's

### **Entering the room**

Prior to the entering the door, adjust your attire so that it falls well.

Before entering enquire by saying, "May I come in sir/madam".

If the door was closed before you entered, make sure you shut the door behind you softly.

Face the panel and confidently say 'Good day sir/madam'.

If the members of the interview board want to shake hands, then offer a firm grip first maintaining eye contact and a smile.

Seek permission to sit down. If the interviewers are standing, wait for them to sit down first before sitting.

An alert interviewee would diffuse the tense situation with light-hearted humor and immediately set rapport with the interviewers.

### **Enthusiasm**

The interviewer normally pays more attention if you display an enthusiasm in whatever you say.

This enthusiasm come across in the energetic way you put forward your ideas.

You should maintain a cheerful disposition throughout the interview, i.e. a pleasant countenance holds the interviewers interest.

### **Humor**

A little humor or wit thrown in the discussion occasionally enables the interviewers to look at the pleasant side of your personality,. If it does not come naturally do not contrive it.

By injecting humor in the situation doesn't mean that you should keep telling jokes. It means to make a passing comment that, perhaps, makes the interviewer smile.

### **Eye contact**

You must maintain eye contact with the panel, right through the interview. This shows your self-confidence and honesty.

Many interviewees while answering, tend to look away. This conveys you are concealing your own anxiety, fear and lack of confidence.

Maintaining an eye contact is a difficult process. As the circumstances in an interview are different, the value of eye contact is tremendous in making a personal impact.

### **Be natural**

Many interviewees adopt a stance which is not their natural self.

It is amusing for interviewers when a candidate launches into an accent which he or she cannot sustain consistently through the interview or adopt mannerisms that are inconsistent with his/her personality.

Interviewers appreciate a natural person rather than an actor.

It is best for you to talk in natural manner because then you appear genuine.

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## The Interpersonal Communication Skills

Ability to ask the questions and listen are vital to the good interpersonal skills. In fact the empathetic listening is a number one skill which can help to build the relationships.

### Ten Tips for Good Interpersonal Skills

- ❑ Listen to the person first. Communication is the two-way process; getting all your message across depends on understanding a other person.
- ❑ Be interested in people you will be communicating with. Remember that the people are more attracted towards those who have interest in them, and therefore will pay more attention to what they will say.
- ❑ Relax. The bad body language like hunched shoulders, fidgeting, the toe-tapping or the hair-twiddling all give a game away.
- ❑ Smile and use the eye contact. It is a most positive signal which you can give.
- ❑ Ask the questions. It is great way to show the people that you really are interested in them.
- ❑ If the other person has different point of view towards you find out why they have such point of view. More you understand reasons behind their thinking more you will be able to understand their point of view or can help them understand your point of view.
- ❑ Be assertive. so that we can try to value their input as your own inputs. Do not be pushy and do not be a pushover. Try for a right balance.
- ❑ When you will be speaking try to be enthusiastic in appropriate context. Use voice and the body language to show this.
- ❑ Immediately don't try to latch to something which someone has just now said ... "oh yes it happened to me" and immediately go on and telling your own story. Make sure that you ask questions about them first and then be careful while telling your story so as not to sound like a competition.
- ❑ Learn from the interactions. If you have a good conversation with someone try to think why it all went well and remember key points for the next time. If it did not go well - again try and learn something out of it.

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## Body Language

We all do communicate with one another through our look as well as what we do say and how do we sound. In fact what our body is doing while we are talking (i.e. the body language) could often play much greater part in the communication than we do think.

Most obvious form of the paralanguage is the body language or the kinesics . This is a language of the gestures, expressions, and the postures. In North America, for the instance, we commonly use arms and shake hands and say good-bye, point, count, express an excitement, beckon, warn away, a threaten, etc. In fact, we will learn many subtle variations of each of the gestures discussed above and make use of these gestures situation. We will use head to either say yes or to say no, to smile, frown, and wink

acknowledgement or flirtation. The head and the shoulder in combination may shrug to indicating that we do not know something about the topic.

### **The eye contact**

The eye contact helps to create the better interaction and the rapport with the listeners. Always try to look at listener at the end of the sentence to reinforce a message in that sentence.

### **The gesture**

The gestures can help to give your voice the extra energy and the confidence Try to gesture on some of the key words – this will give the words a greater emphasis.

### **The Presence**

Adopt 'Anchor Position' whenever you do want to keep the body language calm and controlled. While sitting do keep the small of back into back of the chair. This will help and support your posture and do maintain the energy and the confident style. Aim to keep the body language open and be relaxed all the times. Physical attitude can affect the psychological attitude.

### **The Movement and the Space**

Be sensitive towards the people's space and try not to intrude into it. To achieve the report when speaking to others try to match up the levels –like either both are sitting or standing with a body angled in towards other person.

## **Presentation Skills**

Remember nobody is born as natural speaker. Of course we can bawl the heads off and make heck of the noise when we were born - but it is is not quite same!

Greatest speakers today have not just become great overnight! They do have spent lot of time practicing reviewing and reading about the way to improve getting the specific one-to-one feedback on how to improve and also having lots of specialized training and the coaching.

It will take time and also effort to read absorb and apply. It will also takes time and efforts to attend the training courses or the seminars and get a good professional training. If we want to differentiate yourself at the work by becoming great presenter however then it is something which is certainly worth investing the time in.

There is the simple structure into which nearly all the presentations must fit. This comprises of the three clearly identifiable parts - Introduction followed by the main body and finally the conclusion.

Often this is expressed as:

- Tell what you are going to tell them
- Tell them
- Tell what you have told them.

The good guide for breakdown of the presentation is 10/80/10 rule - where the introduction and the conclusion are each allotted of 10% of a presentation time with a

main body comprising of about 80%. For example the 30 minute presentation should have 3 minutes for introduction and conclusion each and the main body lasting for 24 minutes. This formula may be applied for any length of the presentation - as it do reflects the good breakdown from audience's perspective.

## **Time Management Principles**



Time management explains the attributes which are needed for the effective time management, and also the benefits of beginning with the limited range of the tactics, before extending these into the overall time management strategy.

### **Identifying a Time Loss**

This will explain the importance of carrying out the objective review of how do you currently spend the time and identifying what proportion of the time is spent in the areas which are not essential for achieving the goals.

### **Urgency and the Importance**

This will describe how to use urgency/importance grid to classify the tasks which you currently perform, and how to optimize an amount of the time which you do spend on each of the type of task.

### **The Effective Decision Making**

It describes the various techniques which can contribute to the more effective decision making.

### **Setting the Goals**

This will discuss of adopting the proactive approach in the order to anticipate the events and be in the position to identify and define the goals clearly.

### **Defining the Objectives**

This will explain how to analyze the goals to define the series of objectives and need to rank the objectives in order to identify means and actions which are needed to achieve them.

## **50 Common Interview Questions and Answers :**

**Review these typical interview questions and think about how you would answer them. Read the questions listed; you**

**will also find some strategy suggestions with it.**

### **1. Tell me about yourself:**

**The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful**

**that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have**

**done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and**

**work up to the present.**

### **2. Why did you leave your last job?**

**Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of**

**supervisors, co-workers or the organization. If you do, you will be the one looking bad. Keep smiling and talk about**

**leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking**

**reasons.**

**3. What experience do you have in this field?**

**Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as**

**close as you can.**

**4. Do you consider yourself successful?**

**You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have**

**met some and are on track to achieve the others.**

**5. What do co-workers say about you?**

**Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase will work. Jill Clark, a**

**co-worker at Smith Company, always said I was the hardest workers she had ever known. It is as powerful as Jill having**

**said it at the interview herself.**

**6. What do you know about this organization?**

**This question is one reason to do some research on the organization before the interview. Find out where they have**

**been and where they are going. What are the current issues and who are the major players?**

**7. What have you done to improve your knowledge in the last year?**

**Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive**

**self-improvement. Have some good ones handy to mention.**

**8. Are you applying for other jobs?**

**Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this**

**organization. Anything else is a distraction.**

**9. Why do you want to work for this organization?**

**This may take some thought and certainly, should be based on the research you have done on the organization.**

**Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.**

**10. Do you know anyone who works for us?**

**Be aware of the policy on relatives working for the organization. This can affect your answer even though they asked**

**about friends not relatives. Be careful to mention a friend only if they are well thought of.**

**11. What kind of salary do you need?**

**A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say**

**something like, That's a tough question. Can you tell me the range for this position? In most cases, the interviewer,**

**taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.**

**12. Are you a team player?**

**You are, of course, a team player. Be sure to have examples ready. Specifics that show you often perform for the good**

**of the team rather than for yourself are good evidence of your team attitude. Do not brag, just say it in a**

**matter-of-fact tone. This is a key point.**

**13. How long would you expect to work for us if hired?**

**Specifics here are not good. Something like this should work: I'd like it to be a long time. Or As long as we both feel**

**I'm doing a good job.**

**14. Have you ever had to fire anyone? How did you feel about that?**

**This is serious. Do not make light of it or in any way seem like you like to fire people. At the same time, you will do it**



**when it is the right thing to do. When it comes to the organization versus the individual who has created a harmful**

**situation, you will protect the organization. Remember firing is not the same as layoff or reduction in force.**

**15. What is your philosophy towards work?**

**The interviewer is not looking for a long or flowery dissertation here. Do you have strong feelings that the job gets**

**done? Yes. That's the type of answer that works best here. Short and positive, showing a benefit to the organization.**

**16. If you had enough money to retire right now, would you?**

**Answer yes if you would. But since you need to work, this is the type of work you prefer. Do not say yes if you do not**

**mean it.**

**17. Have you ever been asked to leave a position?**

**If you have not, say no. If you have, be honest, brief and avoid saying negative things about the people or organization**

**involved.**

**18. Explain how you would be an asset to this organization.**

**You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the**

**position being discussed. Give a little advance thought to this relationship.**

**19. Why should we hire you?**

**Point out how your assets meet what the organization needs. Do not mention any other candidates to make a**

**comparison.**

**20. Tell me about a suggestion you have made.**

**Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One**

**related to the type of work applied for is a real plus.**

**21. What irritates you about co-workers?**

**This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you**

**seem to get along with folks is great.**

**22. What is your greatest strength?**

**Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving**

**skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership**

**skills, Your positive attitude**

**23. Tell me about your dream job.**

**Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If**

**you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to**

**stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get**

**to work.**

**24. Why do you think you would do well at this job?**

**Give several reasons and include skills, experience and interest.**

**25. What are you looking for in a job?**

**See answer # 23**

**26. What kind of person would you refuse to work with?**

**Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor**

**objections will label you as a whiner.**

**27. What is more important to you: the money or the work?**

**Money is always important, but the work is the most important. There is no better answer.**

**28. What would your previous supervisor say your strongest point is?**

**There are numerous good possibilities:**

**Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity,**

**Problem solver**

**29. Tell me about a problem you had with a supervisor.**

**Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with**

**a former boss, you may well below the interview right there. Stay positive and develop a poor memory about any**

**trouble with a supervisor.**

**30. What has disappointed you about a job?**

**Don't get trivial or negative. Safe areas are few but can include:**

**Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given**

**you more responsibility.**

**31. Tell me about your ability to work under pressure.**

**You may say that you thrive under certain types of pressure. Give an example that relates to the type of position**

**applied for.**

**32. Do your skills match this job or another job more closely?**

**Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.**

**33. What motivates you to do your best on the job?**

**This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition**

**34. Are you willing to work overtime? Nights? Weekends?**

**This is up to you. Be totally honest.**

**35. How would you know you were successful on this job?**

**Several ways are good measures:**

**You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are**

**successful**

**36. Would you be willing to relocate if required?**

**You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Do not**

**say yes just to get the job if the real answer is no. This can create a lot of problems later on in your career. Be honest**

**at this point and save yourself future grief.**

**37. Are you willing to put the interests of the organization ahead of your own?**

**This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications.**

**Just say yes.**

**38. Describe your management style.**

**Try to avoid labels. Some of the more common labels, like progressive, salesman or consensus, can have several**

**meanings or descriptions depending on which management expert you listen to. The situational style is safe, because it**

**says you will manage according to the situation, instead of one size fits all.**

**39. What have you learned from mistakes on the job?**

**Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a**

**positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing**

**coordination off.**

**40. Do you have any blind spots?**

**Trick question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of**

**concern here. Let them do their own discovery on your bad points. Do not hand it to them.**

**41. If you were hiring a person for this job, what would you look for?**

**Be careful to mention traits that are needed and that you have.**

**42. Do you think you are overqualified for this position?**

**Regardless of your qualifications, state that you are very well qualified for the position.**

**43. How do you propose to compensate for your lack of experience?**

**First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you**

**are a hard working quick learner.**

**44. What qualities do you look for in a boss?**

**Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of**

**high standards. All bosses think they have these traits.**

**45. Tell me about a time when you helped resolve a dispute between others.**

**Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.**

**46. What position do you prefer on a team working on a project?**

**Be honest. If you are comfortable in different roles, point that out.**

**47. Describe your work ethic.**

**Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your**

**work are good.**

**48. What has been your biggest professional disappointment?**

**Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.**

**49. Tell me about the most fun you have had on the job.**

**Talk about having fun by accomplishing something for the organization.**

**50. Do you have any questions for me?**



**Always have some questions prepared. Questions prepared where you will be an asset to the organization are good.**

**How soon will I be able to be productive? and What type of projects will I be able to assist on? are examples.**

### **And Finally Good Luck**

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### **Tell me about yourself ?**

Start with the present and tell why you are well qualified for the position. Remember that the key to all successful interviewing is to match your qualifications to what the interviewer is looking for. In other words you must sell what the buyer is buying. This is the single most important strategy in job hunting.

So, before you answer this or any question it's imperative that you try to uncover your interviewer's greatest need, want, problem or goal.

To do so, make you take these two steps:

Do all the homework you can before the **hr interview** to uncover this person's wants and needs (not the generalized needs of the industry or company)

As early as you can in the **interview**, ask for a more complete description of what the position entails. You might say: "I have a number of accomplishments I'd like to tell you about, but I want to make the best use of our time together and talk directly to your needs. To help me do, that, could you tell me more about the most important priorities of this position? All I know is what I (heard from the recruiter, read in the classified ad, etc.)"

Then, ALWAYS follow-up with a second and possibly, third **question**, to draw out his needs even more. Surprisingly, it's usually this second or third question that unearths what the interviewer is most looking for.

You might ask simply, "And in addition to that?..." or, "Is there anything else you see as essential to success in this position?:"

This process will not feel easy or natural at first, because it is easier simply to answer questions, but only if you uncover the employer's wants and needs will your answers make the most sense. Practice asking these key questions before giving your answers, the process will feel more natural and you will be light years ahead of the other job candidates you're competing with.

After uncovering what the employer is looking for, describe why the needs of this job bear striking parallels to tasks you've succeeded at before. Be sure to illustrate with specific examples of your responsibilities and especially your achievements, all of which are geared to present yourself as a perfect match for the needs he has just described.

### **What are your greatest strengths ?**

You know that your key strategy is to first uncover your interviewer's greatest wants and needs before you answer questions. And from Question 1, you know how to do this.

Prior to any interview, you should have a list mentally prepared of your greatest strengths. You should also have, a specific example or two, which illustrates each strength, an example chosen from your most recent and most impressive achievements.

You should, have this list of your greatest strengths and corresponding examples from your achievements so well committed to memory that you can recite them cold after being shaken awake at 2:30AM.

Then, once you uncover your interviewer's greatest wants and needs, you can choose those achievements from your list that best match up.

As a general guideline, the 10 most desirable traits that all employers love to see in their employees are:

A proven track record as an achiever...especially if your achievements match up with the employer's greatest wants and needs.

Intelligence...management "savvy".

Honesty...integrity...a decent human being.

Good fit with corporate culture...someone to feel comfortable with...a team player who meshes well with interviewer's team.

Likeability...positive attitude...sense of humor.

Good communication skills.

Dedication...willingness to walk the extra mile to achieve excellence.

Definiteness of purpose...clear goals.

Enthusiasm...high level of motivation.

Confident...healthy...a leader.

### **What are your greatest weakness ?**

Disguise a strength as a weakness.

Example: "I sometimes push my people too hard. I like to work with a sense of urgency and everyone is not always on the same wavelength."

Drawback: This strategy is better than admitting a flaw, but it's so widely used, it is transparent to any experienced interviewer.

**BEST ANSWER:** (and another reason it's so important to get a thorough description of your interviewer's needs before you answer questions): Assure the interviewer that you can think of nothing that would stand in the way of your performing in this position with excellence. Then, quickly review you strongest qualifications.

Example: "Nobody's perfect, but based on what you've told me about this position, I believe I'd make an outstanding match. I know that when I hire people, I look for two things most

of all. Do they have the qualifications to do the job well, and the motivation to do it well? Everything in my background shows I have both the qualifications and a strong desire to achieve excellence in whatever I take on. So I can say in all honesty that I see nothing that would cause you even a small concern about my ability or my strong desire to perform this job with excellence.”

Alternate strategy (if you don't yet know enough about the position to talk about such a perfect fit):

Instead of confessing a weakness, describe what you like most and like least, making sure that what you like most matches up with the most important qualification for success in the position, and what you like least is not essential.

Example: Let's say you're applying for a teaching position. “If given a choice, I like to spend as much time as possible in front of my prospects selling, as opposed to shuffling paperwork back at the office. Of course, I long ago learned the importance of filing paperwork properly, and I do it conscientiously. But what I really love to do is sell (if your interviewer were a sales manager, this should be music to his ears.)

### **Tell me about something you did – or failed to do – that you now feel a little ashamed of ?**

As with faults and weaknesses, never confess a regret. But don't seem as if you're stonewalling either.

Best strategy: Say you harbor no regrets, then add a principle or habit you practice regularly for healthy human relations.

Example: Pause for reflection, as if the question never occurred to you. Then say to **hr**, “You know, I really can't think of anything.” (Pause again, then add): “I would add that as a general management principle, I've found that the best way to avoid regrets is to avoid causing them in the first place. I practice one habit that helps me a great deal in this regard. At the end of each day, I mentally review the day's events and conversations to take a second look at the people and developments I'm involved with and do a double check of what they're likely to be feeling. Sometimes I'll see things that do need more follow-up, whether a pat on the back, or maybe a five minute chat in someone's office to make sure we're clear on things...whatever.”

“I also like to make each person feel like a member of an elite team, like the Boston Celtics or LA Lakers in their prime. I've found that if you let each team member know you expect excellence in their performance...if you work hard to set an example yourself...and if you let people know you appreciate and respect their feelings, you wind up with a highly motivated group, a team that's having fun at work because they're striving for excellence rather than brooding over slights or regrets.”

### **Why are you leaving (or did you leave) this position ?**

(If you have a job presently tell the hr)

If you're not yet 100% committed to leaving your present post, don't be afraid to say so. Since you have a job, you are in a stronger position than someone who does not. But don't be coy either. State honestly what you'd be hoping to find in a new spot. Of course, as stated often before, your answer will all the stronger if you have already uncovered what this position is all about and you match your desires to it.

(If you do not presently have a job tell the hr.)

Never lie about having been fired. It's unethical – and too easily checked. But do try to deflect the reason from you personally. If your firing was the result of a takeover, merger, division wide layoff, etc., so much the better.

But you should also do something totally unnatural that will demonstrate consummate professionalism. Even if it hurts , describe your own firing – candidly, succinctly and without a trace of bitterness – from the company's point-of-view, indicating that you could understand why it happened and you might have made the same decision yourself.

Your stature will rise immensely and, most important of all, you will show you are healed from the wounds inflicted by the firing. You will enhance your image as first-class management material and stand head and shoulders above the legions of firing victims who, at the slightest provocation, zip open their shirts to expose their battle scars and decry the unfairness of it all.

For all prior positions:

Make sure you've prepared a brief reason for leaving. Best reasons: more money, opportunity, responsibility or growth.

### **The "Silent Treatment"**

Like a primitive tribal mask, the Silent Treatment loses all its power to frighten you once you refuse to be intimidated. If your interviewer pulls it, keep quiet yourself for a while and then ask, with sincere politeness and not a trace of sarcasm, "Is there anything else I can fill in on that point?" That's all there is to it.

Whatever you do, don't let the Silent Treatment intimidate you into talking a blue streak, because you could easily talk yourself out of the position.

### **Why should I hire you?**

By now you can see how critical it is to apply the overall strategy of uncovering the employer's needs before you answer questions. If you know the employer's greatest needs and desires, this question will give you a big leg up over other candidates because you will give him better reasons for hiring you than anyone else is likely to...reasons tied directly to his needs.

Whether your interviewer asks you this question explicitly or not, this is the most important question of your interview because he must answer this question favorably in his own mind before you will be hired. So help him out! Walk through each of the position's requirements as you understand them, and follow each with a reason why you meet that requirement so well.

Example: "As I understand your needs, you are first and foremost looking for someone who can manage the sales and marketing of your book publishing division. As you've said you need someone with a strong background in trade book sales. This is where I've spent almost all of my career, so I've chalked up 18 years of experience exactly in this area. I believe that I know the right contacts, methods, principles, and successful management techniques as well as any person can in our industry."

"You also need someone who can expand your book distribution channels. In my prior post, my innovative promotional ideas doubled, then tripled, the number of outlets selling our books. I'm confident I can do the same for you."

“You need someone to give a new shot in the arm to your mail order sales, someone who knows how to sell in space and direct mail media. Here, too, I believe I have exactly the experience you need. In the last five years, I’ve increased our mail order book sales from \$600,000 to \$2,800,000, and now we’re the country’s second leading marketer of scientific and medical books by mail.” Etc., etc., etc.,

Every one of these selling “couplets” (his need matched by your qualifications) is a touchdown that runs up your score. IT is your best opportunity to outsell your competition.

### **Aren’t you overqualified for this position?**

As with any objection, don’t view this as a sign of imminent defeat. It’s an invitation to teach the interviewer a new way to think about this situation, seeing advantages instead of drawbacks.

Example: “I recognize the job market for what it is – a marketplace. Like any marketplace, it’s subject to the laws of supply and demand. So ‘overqualified’ can be a relative term, depending on how tight the job market is. And right now, it’s very tight. I understand and accept that.”

“I also believe that there could be very positive benefits for both of us in this match.”

“Because of my unusually strong experience in \_\_\_\_\_, I could start to contribute right away, perhaps much faster than someone who’d have to be brought along more slowly.”

“There’s also the value of all the training and years of experience that other companies have invested tens of thousands of dollars to give me. You’d be getting all the value of that without having to pay an extra dime for it. With someone who has yet to acquire that experience, he’d have to gain it on your nickel.”

“I could also help you in many things they don’t teach at the Harvard Business School. For example...(how to hire, train, motivate, etc.) When it comes to knowing how to work well with people and getting the most out of them, there’s just no substitute for what you learn over many years of front-line experience. Your company would gain all this, too.”

“From my side, there are strong benefits, as well. Right now, I am unemployed. I want to work, very much, and the position you have here is exactly what I love to do and am best at. I’ll be happy doing this work and that’s what matters most to me, a lot more than money or title.”

“Most important, I’m looking to make a long term commitment in my career now. I’ve had enough of job-hunting and want a permanent spot at this point in my career. I also know that if I perform this job with excellence, other opportunities cannot help but open up for me right here. In time, I’ll find many other ways to help this company and in so doing, help myself. I really am looking to make a long-term commitment.”

NOTE: The main concern behind the “overqualified” question is that you will leave your new employer as soon as something better comes your way. Anything you can say to demonstrate the sincerity of your commitment to the employer and reassure him that you’re looking to stay for the long-term will help you overcome this objection.

### **Where do you see yourself five years from now?**

Reassure your interviewer that you're looking to make a long-term commitment...that this position entails exactly what you're looking to do and what you do extremely well. As for your future, you believe that if you perform each job at hand with excellence, future opportunities will take care of themselves.

Example: "I am definitely interested in making a long-term commitment to my next position. Judging by what you've told me about this position, it's exactly what I'm looking for and what I am very well qualified to do. In terms of my future career path, I'm confident that if I do my work with excellence, opportunities will inevitable open up for me. It's always been that way in my career, and I'm confident I'll have similar opportunities here."

### **Describe your ideal company, location and job.**

The only right answer is to describe what this company is offering, being sure to make your answer believable with specific reasons, stated with sincerity, why each quality represented by this opportunity is attractive to you.

Remember that if you're coming from a company that's the leader in its field or from a glamorous or much admired company, industry, city or position, your interviewer and his company may well have an "Avis" complex. That is, they may feel a bit defensive about being "second best" to the place you're coming from, worried that you may consider them bush league.

This anxiety could well be there even though you've done nothing to inspire it. You must go out of your way to assuage such anxiety, even if it's not expressed, by putting their virtues high on the list of exactly what you're looking for, providing credible reason for wanting these qualities.

If you do not express genuine enthusiasm for the firm, its culture, location, industry, etc., you may fail to answer this "Avis" complex objection and, as a result, leave the interviewer suspecting that a hot shot like you, coming from a Fortune 500 company in New York, just wouldn't be happy at an unknown manufacturer based in Topeka, Kansas.

### **Why do you want to work at our company?**

This question is your opportunity to hit the ball out of the park, thanks to the in-depth research you should do before any interview.

Best sources for researching your target company: annual reports, the corporate newsletter, contacts you know at the company or its suppliers, advertisements, articles about the company in the trade press.

### **What are your career options right now?**

Prepare for this question by thinking of how you can position yourself as a desired commodity. If you are still working, describe the possibilities at your present firm and why, though you're greatly appreciated there, you're looking for something more (challenge, money, responsibility, etc.). Also mention that you're seriously exploring opportunities with one or two other firms.

If you're not working, you can talk about other employment possibilities you're actually exploring. But do this with a light touch, speak only in general terms. You don't want to seem manipulative or coy.



## **Why have you been out of work so long ?**

You want to emphasize factors which have prolonged your job search by your own choice.

Example: “After my job was terminated, I made a conscious decision not to jump on the first opportunities to come along. In my life, I’ve found out that you can always turn a negative into a positive IF you try hard enough. This is what I determined to do. I decided to take whatever time I needed to think through what I do best, what I most want to do, where I’d like to do it...and then identify those companies that could offer such an opportunity.”

“Also, in all honesty, you have to factor in the recession (consolidation, stabilization, etc.) in the (banking, financial services, manufacturing, advertising, etc.) industry.”

“So between my being selective and the companies in our industry downsizing, the process has taken time. But in the end, I’m convinced that when I do find the right match, all that careful evaluation from both sides of the desk will have been well worthwhile for both the company that hires me and myself.

## **Tell me honestly about the strong points and weak points of your boss (company, management team, etc.)**

Remember the rule: Never be negative. Stress only the good points, no matter how charmingly you’re invited to be critical.

Your interviewer doesn’t care a whit about your previous boss. He wants to find out how loyal and positive you are, and whether you’ll criticize him behind his back if pressed to do so by someone in this own company. This question is your opportunity to demonstrate your loyalty to those you work with.

## **What good books have you read lately?**

Unless you’re up for a position in academia or as book critic for The New York Times, you’re not expected to be a literary lion. But it wouldn’t hurt to have read a handful of the most recent and influential books in your profession and on management.

Consider it part of the work of your job search to read up on a few of these leading books. But make sure they are quality books that reflect favorably upon you, nothing that could even remotely be considered superficial. Finally, add a recently published bestselling work of fiction by a world-class author and you’ll pass this question with flying colors.

## **Tell me about a situation when your work was criticized ?**

Begin by emphasizing the extremely positive feedback you’ve gotten throughout your career and (if it’s true) that your performance reviews have been uniformly excellent.

Of course, no one is perfect and you always welcome suggestions on how to improve your performance. Then, give an example of a not-too-damaging learning experience from early in your career and relate the ways this lesson has since helped you. This demonstrates that you learned from the experience and the lesson is now one of the strongest breastplates in your suit of armor.

If you are pressed for a criticism from a recent position, choose something fairly trivial that in no way is essential to your successful performance. Add that you’ve learned from this, too, and over the past several years/months, it’s no longer an area of concern because you now make it a regular practice to...etc.

Another way to answer this question would be to describe your intention to broaden your

master of an area of growing importance in your field. For example, this might be a computer program you've been meaning to sit down and learn... a new management technique you've read about...or perhaps attending a seminar on some cutting-edge branch of your profession.

Again, the key is to focus on something not essential to your brilliant performance but which adds yet another dimension to your already impressive knowledge base.

### **What are your outside interests ?**

Try to gauge how this company's culture would look upon your favorite outside activities and be guided accordingly.

You can also use this question to shatter any stereotypes that could limit your chances. If you're over 50, for example, describe your activities that demonstrate physical stamina. If you're young, mention an activity that connotes wisdom and institutional trust, such as serving on the board of a popular charity.

But above all, remember that your employer is hiring you for what you can do for him, not your family, yourself or outside organizations, no matter how admirable those activities may be.

### **The "Fatal Flaw" question**

As every master salesperson knows, you will encounter objections (whether stated or merely thought) in every sale. They're part and parcel of the buyer's anxiety. The key is not to exacerbate the buyer's anxiety but diminish it. Here's how...

Whenever you come up against a fatal flaw question:

Be completely honest, open and straightforward about admitting the shortcoming. (Showing you have nothing to hide diminishes the buyer's anxiety.)

Do not apologize or try to explain it away. You know that this supposed flaw is nothing to be concerned about, and this is the attitude you want your interviewer to adopt as well.

Add that as desirable as such a qualification might be, its lack has made you work all the harder throughout your career and has not prevented you from compiling an outstanding track record of achievements. You might even give examples of how, through a relentless commitment to excellence, you have consistently outperformed those who do have this qualification.

Of course, the ultimate way to handle "fatal flaw" questions is to prevent them from arising in the first place. You will do that by following the master strategy described in Question 1, i.e., uncovering the employer's needs and then matching your qualifications to those needs.

Once you've gotten the employer to start talking about his most urgently-felt wants and goals for the position, and then help him see in step-by-step fashion how perfectly your background and achievements match up with those needs, you're going to have one very enthusiastic interviewer on your hands, one who is no longer looking for "fatal flaws".

### **How do you feel about reporting to a younger person (minority, woman, etc)?**

You greatly admire a company that hires and promotes on merit alone and you couldn't agree more with that philosophy. The age (gender, race, etc.) of the person you report to would certainly make no difference to you.



Whoever has that position has obviously earned it and knows their job well. Both the person and the position are fully deserving of respect. You believe that all people in a company, from the receptionist to the Chairman, work best when their abilities, efforts and feelings are respected and rewarded fairly, and that includes you. That's the best type of work environment you can hope to find.

### **On confidential matters...**

Your interviewer may press you for this information for two reasons.

First, many companies use interviews to research the competition. It's a perfect set-up. Here in their own lair, is an insider from the enemy camp who can reveal prized information on the competition's plans, research, financial condition, etc.

Second, the company may be testing your integrity to see if you can be cajoled or bullied into revealing confidential data.

What to do? The answer here is easy. Never reveal anything truly confidential about a present or former employer. By all means, explain your reticence diplomatically. For example, "I certainly want to be as open as I can about that. But I also wish to respect the rights of those who have trusted me with their most sensitive information, just as you would hope to be able to trust any of your key people when talking with a competitor..."

And certainly you can allude to your finest achievements in specific ways that don't reveal the combination to the company safe.

But be guided by the golden rule. If you were the owner of your present company, would you feel it ethically wrong for the information to be given to your competitors? If so, steadfastly refuse to reveal it.

Remember that this question pits your desire to be cooperative against your integrity. Faced with any such choice, always choose integrity. It is a far more valuable commodity than whatever information the company may pry from you. Moreover, once you surrender the information, your stock goes down. They will surely lose respect for you.

One President we know always presses candidates unmercifully for confidential information. If he doesn't get it, he grows visibly annoyed, relentlessly inquisitive, It's all an act. He couldn't care less about the information. This is his way of testing the candidate's moral fiber. Only those who hold fast are hired.

### **What would you say to your boss if he's crazy about an idea, but you think it stinks ?**

Remember the rule stated earlier: In any conflict between values, always choose integrity.

Example: I believe that when evaluating anything, it's important to emphasize the positive. What do I like about this idea?"

"Then, if you have reservations, I certainly want to point them out, as specifically, objectively and factually as I can."

"After all, the most important thing I owe my boss is honesty. If he can't count on me for that, then everything else I may do or say could be questionable in his eyes."

"But I also want to express my thoughts in a constructive way. So my goal in this case would be to see if my boss and I could make his idea even stronger and more appealing, so

that it effectively overcomes any initial reservation I or others may have about it.”

“Of course, if he overrules me and says, ‘no, let’s do it my way,’ then I owe him my full and enthusiastic support to make it work as best it can.”

### **How could you have improved your career progress ?**

You’re generally quite happy with your career progress. Maybe, if you had known something earlier in life (impossible to know at the time, such as the booming growth in a branch in your industry...or the corporate downsizing that would phase out your last job), you might have moved in a certain direction sooner.

But all things considered, you take responsibility for where you are, how you’ve gotten there, where you are going...and you harbor no regrets.

### **What would you do if a fellow executive on your own corporate level wasn’t pulling his/her weight...and this was hurting your department?**

Try to gauge the political style of the firm and be guided accordingly. In general, fall back on universal principles of effective human relations – which in the end, embody the way you would like to be treated in a similar circumstance.

Example: “Good human relations would call for me to go directly to the person and explain the situation, to try to enlist his help in a constructive, positive solution. If I sensed resistance, I would be as persuasive as I know how to explain the benefits we can all gain from working together, and the problems we, the company and our customers will experience if we don’t.”

### **POSSIBLE FOLLOW-UP QUESTION**

#### **And what would you do if he still did not change his ways?**

ANSWER: “One thing I wouldn’t do is let the problem slide, because it would only get worse and overlooking it would set a bad precedent. I would try again and again and again, in whatever way I could, to solve the problem, involving wider and wider circles of people, both above and below the offending executive and including my own boss if necessary, so that everyone involved can see the rewards for teamwork and the drawbacks of non-cooperation.”

“I might add that I’ve never yet come across a situation that couldn’t be resolved by harnessing others in a determined, constructive effort.”

### **You’ve been with your firm a long time. Won’t it be hard switching to a new company ?**

To overcome this objection, you must point to the many ways you have grown and adapted to changing conditions at your present firm. It has not been a static situation. Highlight the different responsibilities you’ve held, the wide array of new situations you’ve faced and conquered.

As a result, you’ve learned to adapt quickly to whatever is thrown at you, and you thrive on the stimulation of new challenges.

To further assure the interviewer, describe the similarities between the new position and your prior one. Explain that you should be quite comfortable working there, since their needs and your skills make a perfect match.

## **May I contact your present employer for a reference ?**

Express your concern that you'd like to keep your job search private, but that in time, it will be perfectly okay.

Example: "My present employer is not aware of my job search and, for obvious reasons; I'd prefer to keep it that way. I'd be most appreciative if we kept our discussion confidential right now. Of course, when we both agree the time is right, then by all means you should contact them. I'm very proud of my record there.

Give me an example of your creativity (analytical skill...managing ability, etc.)

Remember from Question 2 that you should commit to memory a list of your greatest and most recent achievements, ever ready on the tip of your tongue.

If you have such a list, it's easy to present any of your achievements in light of the quality the interviewer is asking about. For example, the smashing success you orchestrated at last year's trade show could be used as an example of creativity, or analytical ability, or your ability to manage.

## **Where could you use some improvement ?**

Keep this answer, like all your answers, positive. A good way to answer this question is to identify a cutting-edge branch of your profession (one that's not essential to your employer's needs) as an area you're very excited about and want to explore more fully over the next six months.

## **What do you worry about ?**

Redefine the word 'worry' so that it does not reflect negatively on you.

Example: "I wouldn't call it worry, but I am a strongly goal-oriented person. So I keep turning over in my mind anything that seems to be keeping me from achieving those goals, until I find a solution. That's part of my tenacity, I suppose."

## **I'm concerned that you don't have as much experience as we'd like in...**

This question is related to "The Fatal Flaw" , but here the concern is not that you are totally missing some qualifications, such as CPA certification, but rather that your experience is light in one area.

Before going into any interview, try to identify the weakest aspects of your candidacy from this company's point of view. Then prepare the best answer you possible can to shore up your defenses.

To get past this question with flying colors, you are going to rely on your master strategy of uncovering the employer's greatest wants and needs and then matching them with your strengths. Since you already know how to do this from Question 1, you are in a much stronger position.

More specifically, when the interviewer poses as objection like this, you should...

Agree on the importance of this qualification.

Explain that your strength may be indeed be greater than your resume indicates because...

When this strength is added to your other strengths, it's really your combination of qualifications that's most important.

Then review the areas of your greatest strengths that match up most favorably with the company's most urgently-felt wants and needs.

This is a powerful way to handle this question for two reasons. First, you're giving your interviewer more ammunition in the area of his concern. But more importantly, you're shifting his focus away from this one, isolated area and putting it on the unique combination of strengths you offer, strengths which tie in perfectly with his greatest wants.

### **How do you feel about working nights and weekends ?**

First, if you're a confirmed workaholic, this question is a softball lob. Whack it out of the park on the first swing by saying this kind of schedule is just your style. Add that your family understands it. Indeed, they're happy for you, as they know you get your greatest satisfaction from your work.

If however, you prefer a more balanced lifestyle, answer this question with another: "What's the norm for your best people here?"

If the hours still sound unrealistic for you, ask, "Do you have any top people who perform exceptionally for you, but who also have families and like to get home in time to see them at night?" Chances are this company does, and this associates you with this other "top-performers-who-leave-not-later-than-six" group.

Depending on the answer, be honest about how you would fit into the picture. If all those extra hours make you uncomfortable, say so, but phrase your response positively.

Example: "I love my work and do it exceptionally well. I think the results speak for themselves, especially in ...(mention your two or three qualifications of greater interest to the employer. Remember, this is what he wants most, not a workaholic with weak credentials). Not only would I bring these qualities, but I've built my whole career on working not just hard, but smart. I think you'll find me one of the most productive people here.

I do have a family who likes to see me after work and on weekends. They add balance and richness to my life, which in turn helps me be happy and productive at work. If I could handle some of the extra work at home in the evenings or on weekends, that would be ideal. You'd be getting a person of exceptional productivity who meets your needs with strong credentials. And I'd be able to handle some of the heavy workload at home where I can be under the same roof as my family. Everybody would win."

### **Are you willing to relocate or travel ?**

First find out where you may have to relocate and how much travel may be involved. Then respond to the question.

If there's no problem, say so enthusiastically.

If you do have a reservation, there are two schools of thought on how to handle it.

One advises you to keep your options open and your reservations to yourself in the early going, by saying, "no problem". Your strategy here is to get the best offer you can, then make a judgment whether it's worth it to you to relocate or travel.

Also, by the time the offer comes through, you may have other offers and can make a more informed decision. Why kill off this opportunity before it has chance to blossom into something really special? And if you're a little more desperate three months from now, you

might wish you hadn't slammed the door on relocating or traveling.

The second way to handle this question is to voice a reservation, but assert that you'd be open to relocating (or traveling) for the right opportunity.

The answering strategy you choose depends on how eager you are for the job. If you want to take no chances, choose the first approach.

If you want to play a little harder-to-get in hopes of generating a more enticing offer, choose the second.

### **Do you have the stomach to fire people? Have you had experience firing many people ?**

Describe the rational and sensible management process you follow in both hiring and firing.

Example: "My whole management approach is to hire the best people I can find, train them thoroughly and well, get them excited and proud to be part of our team, and then work with them to achieve our goals together. If you do all of that right, especially hiring the right people, I've found you don't have to fire very often.

"So with me, firing is a last resort. But when it's got to be done, it's got to be done, and the faster and cleaner, the better. A poor employee can wreak terrible damage in undermining the morale of an entire team of good people. When there's no other way, I've found it's better for all concerned to act decisively in getting rid of offenders who won't change their ways."

### **Why have you had so many jobs ?**

First, before you even get to the interview stage, you should try to minimize your image as job hopper. If there are several entries on your resume of less than one year, consider eliminating the less important ones. Perhaps you can specify the time you spent at previous positions in rounded years not in months and years.

Example: Instead of showing three positions this way:

6/1982 – 3/1983, Position A;

4/1983 – 12/1983, Position B;

1/1984 – 8/1987, Position C;

...it would be better to show simply:

1982 – 1983, Position A;

1984 – 1987 Position C.

In other words, you would drop Position B altogether. Notice what a difference this makes in reducing your image as a job hopper.

Once in front of the interviewer and this question comes up, you must try to reassure him.

Describe each position as part of an overall pattern of growth and career destination.

Be careful not to blame other people for your frequent changes. But you can and should attribute certain changes to conditions beyond your control.

Example: Thanks to an upcoming merger, you wanted to avoid an ensuing bloodbath, so you made a good, upward career move before your department came under the axe of the new owners.

If possible, also show that your job changes were more frequent in your younger days, while you were establishing yourself, rounding out your skills and looking for the right career path. At this stage in your career, you're certainly much more interested in the best long-term opportunity.

You might also cite the job where you stayed the longest and describe that this type of situation is what you're looking for now.

### **What do you see as the proper role/mission of...**

...a good (job title you're seeking);

...a good manager;

...an executive in serving the community;

...a leading company in our industry; etc.



Think of the most essential ingredients of success for each category above – your job title, your role as manager, your firm’s role, etc.

Identify at least three but no more than six qualities you feel are most important to success in each role. Then commit your response to memory.

Here, again, the more information you’ve already drawn out about the greatest wants and needs of the interviewer, and the more homework you’ve done to identify the culture of the firm, the more on-target your answer will be.

### **Would you lie for the company ?**

Try to avoid choosing between two values, giving a positive statement which covers all bases instead.

Example: “I would never do anything to hurt the company..”

If aggressively pressed to choose between two competing values, always choose personal integrity. It is the most prized of all values.

### **Looking back, what would you do differently in your life ?**

Indicate that you are a happy, fulfilled, optimistic person and that, in general, you wouldn’t change a thing.

Example: “It’s been a good life, rich in learning and experience, and the best it yet to come. Every experience in life is a lesson in its own way. I wouldn’t change a thing.”

### **Could you have done better in your last job ?**

Again never be negative.

Example: “I suppose with the benefit of hindsight you can always find things to do better, of course, but off the top of my head, I can’t think of anything of major consequence.”

(If more explanation seems necessary)

### **Describe a situation that didn’t suffer because of you but from external conditions beyond your control ?**

For example, describe the disappointment you felt with a test campaign, new product launch, merger, etc., which looked promising at first, but led to underwhelming results. “I wish we could have known at the start what we later found out (about the economy turning, the marketplace changing, etc.), but since we couldn’t, we just had to go for it. And we did learn from it...”

### **Can you work under pressure ?**

Absolutely...(then prove it with a vivid example or two of a goal or project accomplished under severe pressure.)

### **What makes you angry ?**

Give an answer that’s suited to both your personality and the management style of the firm. Here, the homework you’ve done about the company and its style can help in your choice of words.

Examples: If you are a reserved person and/or the corporate culture is coolly professional:

“I’m an even-tempered and positive person by nature, and I believe this helps me a great deal in keeping my department running smoothly, harmoniously and with a genuine esprit de corps. I believe in communicating clearly what’s expected, getting people’s commitment

to those goals, and then following up continuously to check progress.”

“If anyone or anything is going off track, I want to know about it early. If, after that kind of open communication and follow up, someone isn’t getting the job done, I’ll want to know why. If there’s no good reason, then I’ll get impatient and angry...and take appropriate steps from there. But if you hire good people, motivate them to strive for excellence and then follow up constantly, it almost never gets to that state.”

If you are feisty by nature and/or the position calls for a tough straw boss.

“You know what makes me angry? People who (the fill in the blanks with the most objectionable traits for this type of position)...people who don’t pull their own weight, who are negative, people who lie...etc.”

### **Why aren’t you earning more money at this stage of your career ?**

You like to make money, but other factors are even more important.

Example: “Making money is very important to me, and one reason I’m here is because I’m looking to make more. Throughout my career, what’s been even more important to me is doing work I really like to do at the kind of company I like and respect.

(Then be prepared to be specific about what your ideal position and company would be like, matching them as closely as possible to the opportunity at hand.

### **Who has inspired you in your life and why?**

Have a few heroes in mind, from your mental “Board of Directors” – Leaders in your industry, from history or anyone else who has been your mentor.

Be prepared to give examples of how their words, actions or teachings have helped inspire your achievements. As always, prepare an answer which highlights qualities that would be highly valuable in the position you are seeking.

### **What was the toughest decision you ever had to make?**

Be prepared with a good example, explaining why the decision was difficult...the process you followed in reaching it...the courageous or effective way you carried it out...and the beneficial results.

Tell me about the most boring job you’ve ever had.

You have never allowed yourself to grow bored with a job and you can’t understand it when others let themselves fall into that rut.

Example: “Perhaps I’ve been fortunate, but that I’ve never found myself bored with any job I have ever held. I’ve always enjoyed hard work. As with actors who feel there are no small parts, I also believe that in every company or department there are exciting challenges and intriguing problems crying out for energetic and enthusiastic solutions. If you’re bored, it’s probably because you’re not challenging yourself to tackle those problems right under your nose.”

### **Have you been absent from work more than a few days in any previous position?**

If you have had no problem, emphasize your excellent and consistent attendance record throughout your career.

Also describe how important you believe such consistent attendance is for a key executive...why it’s up to you to set an example of dedication...and why there’s just no

substitute for being there with your people to keep the operation running smoothly, answer questions and handle problems and crises as they arise.

If you do have a past attendance problem, you want to minimize it, making it clear that it was an exceptional circumstance and that its cause has been corrected.

To do this, give the same answer as above but preface it with something like, “Other than being out last year (or whenever) because of (your reason, which is now in the past), I have never had a problem and have enjoyed an excellent attendance record throughout my career. Furthermore, I believe, consistent attendance is important because...” (Pick up the rest of the answer as outlined above.).

### **What changes would you make if you came on board?**

You, of course, will want to take a good hard look at everything the company is doing before making any recommendations.

Example: “Well, I wouldn’t be a very good doctor if I gave my diagnosis before the examination. Should you hire me, as I hope you will, I’d want to take a good hard look at everything you’re doing and understand why it’s being done that way. I’d like to have in-depth meetings with you and the other key people to get a deeper grasp of what you feel you’re doing right and what could be improved.

“From what you’ve told me so far, the areas of greatest concern to you are...” (name them. Then do two things. First, ask if these are in fact his major concerns. If so then reaffirm how your experience in meeting similar needs elsewhere might prove very helpful).

### **How many hours a week do you normally work?**

If you are in fact a workaholic and you sense this company would like that: Say you are a confirmed workaholic, that you often work nights and weekends. Your family accepts this because it makes you fulfilled.

If you are not a workaholic: Say you have always worked hard and put in long hours. It goes with the territory. In one sense, it’s hard to keep track of the hours because your work is a labor of love, you enjoy nothing more than solving problems. So you’re almost always thinking about your work, including times when you’re home, while shaving in the morning, while commuting, etc.

### **What’s the most difficult part of being a (job title)?**

First, redefine “difficult” to be “challenging” which is more positive. Then, identify an area everyone in your profession considers challenging and in which you excel. Describe the process you follow that enables you to get splendid results...and be specific about those results.

Example: “I think every sales manager finds it challenging to motivate the troops in a recession. But that’s probably the strongest test of a top sales manager. I feel this is one area where I excel.”

“When I see the first sign that sales may slip or that sales force motivation is flagging because of a downturn in the economy, here’s the plan I put into action immediately...” (followed by a description of each step in the process...and most importantly, the exceptional results you’ve achieved.).

The “Hypothetical Problem”

Instead, describe the rational, methodical process you would follow in analyzing this



problem, who you would consult with, generating possible solutions, choosing the best course of action, and monitoring the results.

Remember, in all such, “What would you do?” questions, always describe your process or working methods, and you’ll never go wrong.

### **What was the toughest challenge you’ve ever faced?**

This is an easy question if you’re prepared. Have a recent example ready that demonstrates either:

A quality most important to the job at hand; or

A quality that is always in demand, such as leadership, initiative, managerial skill, persuasiveness, courage, persistence, intelligence, etc.

### **Have you consider starting your own business?**

Again it’s best to:

Gauge this company’s corporate culture before answering and...

Be honest (which doesn’t mean you have to vividly share your fantasy of the franchise or bed-and-breakfast you someday plan to open).

In general, if the corporate culture is that of a large, formal, military-style structure, minimize any indication that you’d love to have your own business. You might say, “Oh, I may have given it a thought once or twice, but my whole career has been in larger organizations. That’s where I have excelled and where I want to be.”

If the corporate culture is closer to the free-wheeling, everybody’s-a-deal-maker variety, then emphasize that in a firm like this, you can virtually get the best of all worlds, the excitement of seeing your own ideas and plans take shape...combined with the resources and stability of a well-established organization. Sounds like the perfect environment to you.

In any case, no matter what the corporate culture, be sure to indicate that any desires about running your own show are part of your past, not your present or future.

The last thing you want to project is an image of either a dreamer who failed and is now settling for the corporate cocoon...or the restless maverick who will fly out the door with key accounts, contacts and trade secrets under his arms just as soon as his bankroll has gotten rebuilt.

Always remember: Match what you want with what the position offers. The more information you’ve uncovered about the position, the more believable you can make your case.

### **What are your goals?**

Many executives in a position to hire you are strong believers in goal-setting. (It’s one of the reason they’ve achieved so much). They like to hire in kind.

If you’re vague about your career and personal goals, it could be a big turnoff to many people you will encounter in your job search.

Be ready to discuss your goals for each major area of your life: career, personal development and learning, family, physical (health), community service and (if your

interviewer is clearly a religious person) you could briefly and generally allude to your spiritual goals (showing you are a well-rounded individual with your values in the right order).

Be prepared to describe each goal in terms of specific milestones you wish to accomplish along the way, time periods you're allotting for accomplishment, why the goal is important to you, and the specific steps you're taking to bring it about. But do this concisely, as you never want to talk more than two minutes straight before letting your interviewer back into the conversation.

### **What do you for when you hire people?**

Speak your own thoughts here, but for the best answer weave them around the three most important qualifications for any position.

Can the person do the work (qualifications)?

Will the person do the work (motivation)?

Will the person fit in ("our kind of team player")?

### **Sell me this stapler...(this pencil...this clock...or some other object on interviewer's desk).**

Of course, you already know the most important secret of all great salesmanship – “find out what people want, then show them how to get it.”

If your interviewer picks up his stapler and asks, “sell this to me,” you are going to demonstrate this proven master principle. Here's how:

“Well, a good salesman must know both his product and his prospect before he sells anything. If I were selling this, I'd first get to know everything I could about it, all its features and benefits.”

“Then, if my goal were to sell it you, I would do some research on how you might use a fine stapler like this. The best way to do that is by asking some questions. May I ask you a few questions?”

Then ask a few questions such as, “Just out of curiosity, if you didn't already have a stapler like this, why would you want one? And in addition to that? Any other reason? Anything else?”

“And would you want such a stapler to be reliable?...Hold a good supply of staples?” (Ask more questions that point to the features this stapler has.)

Once you've asked these questions, make your presentation citing all the features and benefits of this stapler and why it's exactly what the interviewer just told you he's looking for.

Then close with, “Just out of curiosity, what would you consider a reasonable price for a quality stapler like this...a stapler you could have right now and would (then repeat all the problems the stapler would solve for him)? Whatever he says, (unless it's zero), say, “Okay, we've got a deal.”

NOTE: If your interviewer tests you by fighting every step of the way, denying that he even wants such an item, don't fight him. Take the product away from him by saying, “Mr. Prospect, I'm delighted you've told me right upfront that there's no way you'd ever want

this stapler. As you well know, the first rule of the most productive salespeople in any field is to meet the needs of people who really need and want our products, and it just wastes everyone's time if we try to force it on those who don't. And I certainly wouldn't want to waste your time. But we sell many items. Is there any product on this desk you would very much like to own...just one item?" When he points something out, repeat the process above. If he knows anything about selling, he may give you a standing ovation.

### **"The Salary Question" – How much money do you want ?**

For maximum salary negotiating power, remember these five guidelines  
Never bring up salary. Let the interviewer do it first. Good salespeople sell their products thoroughly before talking price. So should you. Make the interviewer want you first, and your bargaining position will be much stronger.

If your interviewer raises the salary question too early, before you've had a chance to create desire for your qualifications, postpone the question, saying something like, "Money is important to me, but is not my main concern. Opportunity and growth are far more important. What I'd rather do, if you don't mind, is explore if I'm right for the position, and then talk about money. Would that be okay?"

The #1 rule of any negotiation is: the side with more information wins. After you've done a thorough job of selling the interviewer and it's time to talk salary, the secret is to get the employer talking about what he's willing to pay before you reveal what you're willing to accept. So, when asked about salary, respond by asking, "I'm sure the company has already established a salary range for this position. Could you tell me what that is?" Or, "I want an income commensurate with my ability and qualifications. I trust you'll be fair with me. What does the position pay?" Or, more simply, "What does this position pay?"

Know beforehand what you'd accept. To know what's reasonable, research the job market and this position for any relevant salary information. Remember that most executives look for a 20-25%\$ pay boost when they switch jobs. If you're grossly underpaid, you may want more.

Never lie about what you currently make, but feel free to include the estimated cost of all your fringes, which could well tack on 25-50% more to your present "cash-only" salary.

### **The Illegal Question**

Illegal questions include any regarding your age...number and ages of your children or other dependents...marital status...maiden name...religion...political affiliation...ancestry...national origin...birthplace...naturalization of your parents, spouse or children...diseases...disabilities...clubs...or spouse's occupation...unless any of the above are directly related to your performance of the job. You can't even be asked about arrests, though you can be asked about convictions.

ANSWER: Under the ever-present threat of lawsuits, most interviewers are well aware of these taboos. Yet you may encounter, usually on a second or third interview, a senior executive who doesn't interview much and forgets he can't ask such questions.

You can handle an illegal question in several ways. First, you can assert your legal right not to answer. But this will frighten or embarrass your interviewer and destroy any rapport you had.

Second, you could swallow your concerns over privacy and answer the question straight forwardly if you feel the answer could help you. For example, your interviewer, a devout Baptist, recognizes you from church and mentions it. Here, you could gain by talking about your church.

Third, if you don't want your privacy invaded, you can diplomatically answer the concern behind the question without answering the question itself.

Example: If you are over 50 and are asked, "How old are you?" you can answer with a friendly, smiling question of your own on whether there's a concern that your age may affect your performance. Follow this up by reassuring the interviewer that there's nothing in this job you can't do and, in fact, your age and experience are the most important advantages you offer the employer for the following reasons...

Another example: If asked, "Do you plan to have children?" you could answer, "I am wholeheartedly dedicated to my career", perhaps adding, "I have no plans regarding children." (You needn't fear you've pledged eternal childlessness. You have every right to change your plans later. Get the job first and then enjoy all your options.)

Most importantly, remember that illegal questions arise from fear that you won't perform well. The best answer of all is to get the job and perform brilliantly. All concerns and fears will then vanish, replaced by respect and appreciation for your work.

### **The "Secret" Illegal Question**

Much more frequent than the illegal question (see Question 55) is the secret illegal question. It's secret because it's asked only in the interviewer's mind. Since it's not even expressed to you, you have no way to respond to it, and it can be most damaging.

Example: You're physically challenged, or a single mother returning to your professional career, or over 50, or a member of an ethnic minority, or fit any of a dozen other categories that do not strictly conform to the majority in a given company.

**Your interviewer wonders, "Is this person really able to handle the job?"..."Is he or she a 'good fit' at a place like ours?"..."Will the chemistry ever be right with someone like this?" But the interviewer never raises such questions because they're illegal. So what can you do?**

ANSWER: Remember that just because the interviewer doesn't ask an illegal question doesn't mean he doesn't have it. More than likely, he is going to come up with his own answer. So you might as well help him out.

How? Well, you obviously can't respond to an illegal question if he hasn't even asked. This may well offend him. And there's always the chance he wasn't even concerned about the issue until you brought it up, and only then begins to wonder.

So you can't address "secret" illegal questions head-on. But what you can do is make sure there's enough counterbalancing information to more than reassure him that there's no problem in the area he may be doubtful about.

For example, let's say you're a sales rep who had polio as a child and you need a cane to walk. You know your condition has never impeded your performance, yet you're concerned that your interviewer may secretly be wondering about your stamina or ability to travel. Well, make sure that you hit these abilities very hard, leaving no doubt about your capacity to handle them well.

So, too, if you're in any way different from what passes for "normal". Make sure, without in any way seeming defensive about yourself that you mention strengths, accomplishments, preferences and affiliations that strongly counterbalance any unspoken concern your interviewer may have.

### **What was the toughest part of your last job?**

State that there was nothing in your prior position that you found overly difficult, and let your answer go at that. If pressed to expand your answer, you could describe the aspects of the position you enjoyed more than others, making sure that you express maximum enjoyment for those tasks most important to the open position, and you enjoyed least those tasks that are unimportant to the position at hand.

How do you define success...and how do you measure up to your own definition?

Give a well-accepted definition of success that leads right into your own stellar collection of achievements.

Example: "The best definition I've come across is that success is the progressive realization of a worthy goal."

"As to how I would measure up to that definition, I would consider myself both successful and fortunate..."(Then summarize your career goals and how your achievements have indeed represented a progressive path toward realization of your goals.)

### **"The Opinion Question" – What do you think about ...Abortion...The President...The Death Penalty...(or any other controversial subject)?**

In all of these instances, just remember the tale about student and the wise old rabbi. The scene is a seminary, where an overly serious student is pressing the rabbi to answer the ultimate questions of suffering, life and death. But no matter how hard he presses, the wise old rabbi will only answer each difficult question with a question of his own.

In exasperation, the seminary student demands, "Why, rabbi, do you always answer a question with another question?" To which the rabbi responds, "And why not?"

If you are ever uncomfortable with any question, asking a question in return is the greatest escape hatch ever invented. It throws the onus back on the other person, sidetracks the discussion from going into an area of risk to you, and gives you time to think of your answer or, even better, your next question!

In response to any of the "[opinion](#)" questions cited above, merely responding, "Why do you ask?" will usually be enough to dissipate any pressure to give your opinion. But if your interviewer again presses you for an opinion, you can ask another question.

Or you could assert a generality that almost everyone would agree with. For example, if your interviewer is complaining about politicians then suddenly turns to you and asks if you're a Republican or Democrat, you could respond by saying, "Actually, I'm finding it hard to find any politicians I like these days."

(Of course, your best question of all may be whether you want to work for someone opinionated.)

### **If you won \$10 million lottery, would you still work?**

This type of question is aimed at getting at your bedrock attitude about work and how you feel about what you do. Your best answer will focus on your positive feelings.

Example: "After I floated down from cloud nine, I think I would still hold my basic belief that achievement and purposeful work are essential to a happy, productive life. After all, if money alone bought happiness, then all rich people would be all happy, and that's not true.

“I love the work I do, and I think I’d always want to be involved in my career in some fashion. Winning the lottery would make it more fun because it would mean having more flexibility, more options...who knows?”

“Of course, since I can’t count on winning, I’d just as soon create my own destiny by sticking with what’s worked for me, meaning good old reliable hard work and a desire to achieve. I think those qualities have built many more fortunes than all the lotteries put together.”

### **Looking back on your last position, have you done your best work?**

To cover both possible paths this question can take, your answer should state that you always try to do your best, and the best of your career is right now. Like an athlete at the top of his game, you are just hitting your career stride thanks to several factors. Then, recap those factors, highlighting your strongest qualifications.

Why should I hire you from the outside when I could promote someone from within?

Help him see the qualifications that only you can offer.

Example: “In general, I think it’s a good policy to hire from within – to look outside probably means you’re not completely comfortable choosing someone from inside.

“Naturally, you want this department to be as strong as it possibly can be, so you want the strongest candidate. I feel that I can fill that bill because...(then recap your strongest qualifications that match up with his greatest needs).”

### **Tell me something negative you’ve heard about our company...**

Just remember the rule – never be negative – and you’ll handle this one just fine.

### **On a scale of one to ten, rate me as an interviewer.**

Once again, never be negative. The interviewer will only resent criticism coming from you. This is the time to show your positivism.

However, don’t give a numerical rating. Simply praise whatever interview style he’s been using.

If he’s been tough, say “You have been thorough and tough-minded, the very qualities needed to conduct a good interview.”

If he’s been methodical, say, “You have been very methodical and analytical, and I’m sure that approach results in excellent hires for your firm.”

In other words, pay him a sincere compliment that he can believe because it’s anchored in the behavior you’ve just seen.