

Top 10 Interview Questions (to answer, to ask)

Interview questions you should be prepared to answer:

1. Tell me a little about your background and professional experience.
2. What do you consider to be your greatest strengths?
3. What is the one area in which you would like to improve your skills?
4. What are three words your colleagues would use to describe you?
5. What are three words your bosses might use to describe you?
6. What are three words your employees might use to describe you?
7. What is the greatest professional challenge you have faced with regard to an assignment? How did you handle it? What was the result?
8. What is the greatest challenge you ever faced with a colleague or subordinate? How did you handle it? What was the result?
9. Why did you leave your last position?
10. What are your salary requirements? What is your salary history?

Questions you should ask:

1. What was it about my qualifications or experience that sparked your interest?
2. Why is this position open at this time?
3. What are the key skills and abilities required for this position? What will it take to be successful in this position?
4. What criteria will be used to measure performance in this position?
5. What has made you successful in your career?
6. What does it take to be successful in this organization?
7. What is it in my background that will make the strongest contribution to your company?
8. What is the next step in interviewing and selection process?
9. When would you like to have someone on board for this position?
10. If I have not heard from you by _____, may I give you a call?