

## Interview Questions to Expect:

1. Why do you want to change jobs? or Why did you leave your last job?
2. What do you identify as your most significant accomplishment in your last job?
3. What did you like and dislike about your last job? (He/She is looking for negatives; give positives. There is never a right time to be critical of your former employer.)
4. How would you evaluate the company you were with last?
5. What were its competitive strengths and weaknesses?
6. What best qualifies you for the available position? (Directly apply your qualifications to match what he/she is seeking in an applicant.)
7. How long will it take you to start making a significant contribution? (Be realistic, but positive.)
8. How do you feel about our company — its size, industry, and competitive position? (Be positive.)
9. What interests you most about the available position? (Talk about responsibilities and career growth. Do not mention money.)
10. What are your greatest strengths and weaknesses?
11. What is the potential of the job you are in now?
12. What are your career goals?
13. What motivates you to work? ("The sense of accomplishment" and "reward of getting the job done" are appropriate responses; do not mention "money" as your motivation.)
14. Is money a strong incentive for you? (An appropriate answer is: "Certainly, but other factors are also important.")
15. What salary do you expect to receive? (An appropriate answer is: "I'm open and negotiable to a reasonable offer." Initially, do not inquire about salary, vacations, bonuses, retirement, or any other benefits. After the employer has broached the issue, you may open yourself to discussion. Then, indicate that your interest will be based upon the company itself, your associates, the position, and the opportunity. If those aspects are positive to both you and the employer, express your belief that an acceptable offer can be reached fairly and amicably.)
16. What was the salary of your last job? (Be honest.)
17. Why should we hire you? (List your strengths as they apply to the company's needs.)

## Interview Questions to Ask:

1. What are you looking for in the person who will fill this job? (Am I that person?)
2. What is the first issue that needs the attention of the person you hire?
3. What other situations need attention now?
4. How has the job been performed in the past?
5. Is the opportunity available due to promotion? (Why is the position open?)
6. What are the major responsibilities of this position?
7. What are this company's/division's/branch's five-year sales projections?
8. What needs to be done to reach these projections?
9. What are the company's major strengths and weaknesses in their product line?
10. Who would you identify as your major competitors? What is your market share?
11. How do you view the future for your industry and product line?
12. Do you have any plans for new products, services, or acquisitions?
13. What can you tell me about the individual to whom I would report?
14. What can you tell me about my coworkers?
15. How would you define your management philosophy?
16. Tell me about your career with the company.
17. Describe the training and orientation program.
18. Before the interview concludes, ask the interviewer if he/she has any more questions.