

# *Frequently Asked Interview Questions*

## **P** *ersonal Introduction*

**Tell me about yourself.** Highlight skills and experiences as they directly relate to the position. Demonstrate that you are qualified for the job & have thoroughly read the job description. Consider your answer to be like a [“30-second commercial \(PDF\)”](#) or “elevator pitch” selling yourself and your skills.

**Biggest strength.** Pick a strength that will be an asset to the company and provide an example. This is an opportunity to show that you have a good understanding of the needs of the organization.

**Biggest weakness.** Focus on a past weakness you’ve addressed or a current weakness that is not directly related to the job and that you are taking steps to improve. Avoid naming a weakness

## C

**What do you know about us?** Show that you have done your research. Articulate what you know including mission, philosophy, values, structure, services and products. Be aware of the latest company news.

**Why do you want to work here?** Demonstrate knowledge of the company and why it is different from its competitors. Avoid providing self-serving information ("this is a great opportunity for me"). Find an interesting fact about the company, mention an annual community service event, or note their placement in industry rankings to demonstrate your interest.

**How well do you understand our mission?** State the mission as you understand it and note why it is important.

## B

Some behavioral questions address your past experiences, because they can predict future behavior. Questions