



Answering

Interview Questions *you hate to* **Answer**

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With **Kathy Bernard**

- Career Coach
- Creator of the WiserU Career System



Invite me to connect: Kathy Bernard,
St. Louis, MO, kathy@wiseru.com

Today's purpose

Overcome your fear of answering tough interview questions



Step 1:

**What interview
questions do you hate
*... and why?***

Brainstorming

Step 2:

Break up into 3s

- One person asks the question
- One person answers
- One person observes/critiques
- Switch

1) Tell me about yourself

Play up relevant schooling and work history

“I’m a pediatrician, licensed in New York, with 5 years of hospital pediatric experience, which makes me uniquely qualified for the Clinical Pediatric position at XYZ Hospital.”

2) Why did you leave a job?

Have something difficult to say? Keep it **brief**, keep it **honest** and keep it **moving**

- *“I was part of a 25 percent staff reduction.”*
- *“My boss wanted to choose his own person.”*
- *“The position changed and I was more suited for the original role.”*

3) Why do you want to leave your current job?

It's not because you want to leave, but because **you want to work for them**

“I love working for ABC. I applied because I have always wanted to work for XYZ Corp. I believe in your products and respect your mission.”

4) What's your biggest weakness?

Identify an improvement area **you are already improving**

***Example:** “In my last position, I didn’t handle social media, so to gain expertise, I took courses in social media, joined the Social Media Association and established and maintain LinkedIn, Facebook and Twitter accounts for XYZ charity. Now I’m strong in all aspects of social media marketing.”*

5) Tell me about a boss you didn't like

- **NEVER bad mouth!**
- Say, *“I’ve enjoyed working with all kinds of bosses. I particularly enjoy working with leaders who give me the latitude to completely satisfy customers. For example, at _____, I...”*

6) Why are you the best candidate?

Explain why your education, work history and life make you uniquely qualified for the job

Example: *“I have a passion for patient care, a nursing degree and have worked at two clinics, which makes me uniquely qualified for your clinical nursing position.”*

Answer behavioral questions

“Tell me about a time when ...”

- Explain how you positively overcame a situation
- Share how you will successfully handle similar situations for them
- Stockpile success stories about your abilities:
 - Problem solving
 - Teamwork
 - Leadership

Tell me about a time when ...

“... You had a conflict with a coworker.”

“... You missed a deadline.”

“... You had to tell someone no.”

“... You worked with a person who was difficult.”

“... You had to reprimand an employee.”

Ideal responses: START

- **Situation:** Describe a problem
- **Task:** Goal that needed to be achieved
- **Action:** What steps you took
- **Results:** What happened because of your actions
- **Transfer:** How you can handle similar situations for them

START example

- **Situation:** Employee theft
- **Task:** Catch the thieves
- **Action:** Put in hidden cameras
- **Results:** Caught two employees stealing.
You received a promotion
- **Transfer:** Implement similar plan for XYZ

Step 1:

**What questions
should **YOU** ask
interviewers?**

Brainstorming

Step 3:

Practice asking questions

- One person asks the question
- One person answers
- One person observes/critiques
- Switch

Questions to discover what they really want:

“Tell me your expectations for the position.”

“What qualities do you seek in a top candidate?”

“What’s the most important thing I can accomplish in the position in the first 30 days / year?”

“How will you judge my success?”

Questions to learn about the position/company:

“Is the job a new or an existing position?”

“Why is the position open?”

“What’s worked / not worked in the past?”

“Tell me about the company culture.”

Weave in what you know about the company

Questions to match the job / close the deal

- Share brief work history, matching skills and experiences to the job
- Address weaknesses: *“What concerns, if any, do you have about my background?”*
- Express interest: *“The job is an excellent match for my background. I’m very interested.”*
- Ask about next steps. Follow up

Ask probing questions

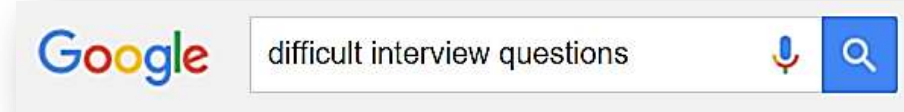
- *“How well do you feel your company is meeting customers’ needs?”*
- *“What issues are you facing with staff productivity?”*
- *“What are services you’d like to offer, but can’t right now?”*
- *“What would you like to see employees do differently to save money / improve profits?”*

- *“What are you looking for in an ideal candidate?”*
- *“How does your company encourage teamwork?”*
- *“How does this position contribute to the company’s larger goals?”*
- *“What is the biggest challenge the team faced recently?”*
- *“Is this a new position?”*
- *“How quickly will you be making a decision?”*

In conclusion ... work it!

- Interviews are hard. Be prepared and practice!
- Arrange affordable, expert interview coaching through WiserU by contacting info@WiserU.com

Study questions and answers



What salary do you want? | Where do you see yourself in 3-to-5 years?

Why should I hire you? **What do you look for in a job?**

What didn't you like about your job? | **What is your long-range objective?**

If were to ask your boss about you, what would he or she say?

How long will you stay with our company? **How would you define success?**

Why do you want to work for us? | Are you interviewing elsewhere?

Tell me what you know about our company **Why are you unemployed?**

Why haven't you been promoted? What kind of boss do you prefer?

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