**Interview Q & A Planning Worksheet**

**General Information Questions**

1. So, tell me a little about yourself.

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2. Why do you want this job?

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3. What type of work do you enjoy doing the most?

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4. What are your strongest skills?

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5. What are your long-term career goals, and how do you plan to achieve them?

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6. Are you a team player? Give examples.

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7. Do you have a geographical preference? Are you willing to relocate?

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8. What is important to you in a company? What do you look for in an organization?

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9. . Under what management style do you work most productively?

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**Behavioral and Character Questions**

10 What have you accomplished that demonstrates your initiative?

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11. How do you deal with an angry customer or coworker? Describe an experience you’ve had.

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12. How are you able to adapt to change? Give an example

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13. How would you describe yourself?

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14. What rewards do you look for in your career?

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15. What accomplishments are you most proud of, particularly as it relates to your field?

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16. What do you think are the most important characteristics and abilities a person must possess to be successful? How do you rate yourself in those areas?

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Stress Questions

17. Why do you think you are the best candidate for this job? Why should I hire you?

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18. Why do you want to leave your current job?

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19. Why have you held so many jobs?

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20. What is your greatest weakness?

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21. Have you ever been fired from a job?

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22. Does your current employer know you are planning to leave?

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23. What kinds of decisions are the most difficult for you?

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**Questions and Topics to Avoid**

List several questions to avoid asking during an interview, and explain why the questions are inappropriate.

**Your Questions**

Review “Savvy Q-and-A Strategies” in the Interview PowerPoint. List the strategies that are most applicable to your job search.

**Your Questions**

Review the sample questions in “Your Questions Count” in the Interview PowerPoint. In your own words, write five potential questions you want to ask during your interview.