

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