

Common Interview Questions

Name_____

Class Period_____

1. Tell us about yourself.
2. What do/did you like best about school?
3. Why are you leaving your current job?
4. Why do you want to work for us?
5. Have you ever been asked to leave a position?
6. Why should we hire you?
7. What are your strengths?
8. Tell me about your weaknesses.
9. Tell us about a problem you had and how you solved it.

Common Interview Questions and How to Answer Them

- Tell us about yourself.
 - Tell them how long you have lived in the area (if it has been several years or why you have recently moved here).
 - Quickly summarize your job skills or volunteer experiences.
- What did/do you like best about school?
 - Tell them you especially liked working on team projects, any time you were in charge of a project, or organized any activity.
 - If you are/were in a CTE class share some of the skills and abilities you obtained through that opportunity.
- Why are you leaving your current job?
 - I am looking to increase my responsibilities.
 - With this economy I needed more hours than they were able to supply.
 - Business is closing.
- Why do you want to work for us?
 - I believe my skills and abilities are a good match. (Be prepared to explain why)
 - I have enjoyed my past experience with this company as a customer, client etc.
 - It would fit with my long-range career goals.
- Have you ever been asked to leave a position?
 - My position changed and my available hours no longer matched those of the position
 - If other reasons- try and keep it positive
- Why should we hire you?
 - I am reliable and will work hard. If you hire me, you will get someone who is not afraid to learn and is willing to go the extra mile.
- Tell me about your weaknesses.
 - Probably my greatest weakness is my inexperience, but I am a quick learner, I want to work and you can teach me how you would like the job done.
- What are your strengths?
 - If you have any strengths that fit the job, share those, if not...
 - Tell them you want to work, to learn and do the best possible job you can.
- Tell us about a problem you had and how you solved it
 - Think of a situation at school, on a team, on the job and how you handled it. Talk about communication, getting help from someone else, etc.

Questions to Ask the Interviewer

- Describe your ideal employee.
- How does an employee succeed on your team?
- What are some of the objectives you would like to see accomplished in this job?

Legal vs. Illegal Interview Questions¹

Create Slides by using following table First : Legal Questions Second Illegal Questions :

INQUIRY AREA	LEGAL QUESTIONS	ILLEGAL QUESTIONS
National Origin/ Citizenship	<p>Are you authorized to work in the United States?</p> <p>What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job.)</p>	<p>Are you a US citizen?</p> <p>Where were you/your parents born?</p> <p>What is your "native tongue"?</p>
Age	<p>Are you over the age of 18?</p>	<p>How old are you?</p> <p>When did you graduate?</p> <p>What's your birth date?</p>
Marital/ Family Status	<p>Would you be willing to relocate if necessary?</p> <p>Would you be able and willing to travel as needed for the job?</p> <p>Would you be able and willing to work overtime as necessary?</p> <p>(These questions are okay assuming they are asked of all job applicants.)</p>	<p>What's your marital status?</p> <p>With whom do you live?</p> <p>Do you plan to have a family? When?</p> <p>How many children do you have?</p> <p>What are your child-care arrangements?</p>
Affiliations	<p>List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.</p>	<p>What clubs or social organizations do you belong to?</p>
Personal	<p>Are you able to lift a 50-pound weight and carry it 100 yards, as this is part of the job?</p>	<p>How tall are you? How much do you weigh? (Questions about height and weight are not acceptable <i>unless</i> minimum standards are essential for</p>

		safe performance of the job.)
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INQUIRY AREA	LEGAL QUESTIONS	ILLEGAL QUESTIONS
Disabilities	<p>Are you able to perform all the essential functions of the job? (This question is okay if the interviewer has thoroughly described the job.)</p> <p>Can you demonstrate how you would perform the following job-related functions?</p> <p>As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)</p>	<p>Do you have any disabilities?</p> <p>Please complete the following medical history.</p> <p>Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred.</p> <p>What was the date of your last physical exam?</p> <p>How's your family's health?</p> <p>When did you lose your eyesight? How?</p>
Arrest Record	<p>Have you ever been convicted of _____? (The crime named should be reasonably related to the performance of the job.)</p>	<p>Have you ever been arrested?</p>
Military	<p>In what branch of the armed services did you serve?</p> <p>What type of training or education did you receive in the military?</p>	<p>If you've been in the military, were you honorably discharged?</p>

