

# Practice Interviewing

Before every interview, practice, practice, practice. First, answer each question by writing down talking points. Next, practice with a buddy or coach who asks the questions, and you answer with your workbook and talking points. Finally, you answer the questions without your workbook and talking points. Make sure to include relevant STAR stories.

## Questions, Tips and Talking Points

### 1. Tell me about yourself.

Share your value statements, as well as relevant education, experiences, expertise, and accomplishments. Because you researched the employer, job, and interviewer, mention common background and interests. Talk no more than a minute or two.

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### 2. Why do you want to work for us?

Focus on their needs and how you can meet them. Emphasize what you do and like best. Be positive. Convey an "I can do" attitude.

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### 3. What do you find most attractive about the position?

Talk about the challenges and opportunity of the job. Share how your strengths can contribute to the success of the employer.

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### 4. What are your strengths?

Give 3-4 work-related strengths. Share a STAR story that speaks to your strengths and success.

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### 5. Tell me about your greatest accomplishment?

Give 3-4 work-related strengths. Share a STAR story that is most relevant to the employer's needs. Be enthusiastic. Keep your story to 1-2 minutes.

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### 6. What salary/wages are you looking for?

Defer this question until later if possible. State that you are interested in overall opportunity to contribute and grow. If you must answer, share a range from minimum to target to ideal.

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## 7. What are your career goals?

Relate your answer to the position for which you are interviewing. Talk about your desire to contribute to and grow with the employer.

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## 8. Why should we hire you?

Share again your value statements, what you do best in light of what they seem to need most. Talk about how you can meet their needs through the job they want to be filled.

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## 9. What are your weaknesses?

Be prepared to talk about a time when you failed to achieve your goals. Keep it brief. Do not elaborate unless asked. Tell what you have learned or have done to improve.

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## 10. Can you tell us about a conflict you had at work?

If you say no or never had a conflict, some interviewers will dig deeper. Better to share even a small conflict, and how you resolved it.

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## 11. Why did you leave your last job or want to leave your current position?

If you are employed, talk about your goals and plans for meeting them. If you were laid off, fired or quit, share with them what you learned and how it will help you contribute in your next job. Do not say anything negative about current or past employers.

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## 12. What do you know about our organization?

Share your research on the employer and the job. Share their mission, products, services, markets, size, scope. Tell them what you appreciate about them and the opportunity.

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