

20 Interview Questions and Answers

Gaining admission into the University always looks like the beginning of that freedom and the good life we have always yearned for, as young people. Then we graduate and leave school and then the reality of the kind of world we live in dawns on us.

The first step to gaining employment begins with creating your Curriculum Vitae (CV) and then ends with preparing for possible interview questions to expect. As a job seeker or a potential job seeker, it is expected that when you are scheduled for an interview you should respond intelligently to questions thrown at you, in the best possible way.

Interviews allow employers and hiring managers to determine if an applicant is a suitable match for both the organization and the position for which they are applying. The interviewer can identify whether a person has the appropriate abilities, personality, and goals to join the team by asking preset questions. As expected, most interviewers have a range of questions they normally ask during an interview session. In this article, we would be discussing 20 possible questions all job seekers should expect. So, what are the most typical interview questions you should anticipate being asked? Even better, what are the greatest responses to these top job interview questions?

We would be starting with some of the traditional interview questions;

1) **Tell me about yourself or Can I meet you?** This is one popular question that most employers usually ask. As easy as the question appears to be, it might be rather complex. Take cautious not to reveal any personal information about yourself that isn't absolutely essential. All the recruiter cares about is who you are and how you fit into the job, as well as the company's mission and work environment.

Answer as a Customer Service Manager: I am a creative customer service manager with 6 years of expertise managing and monitoring all aspects of the customer care function—from resolving customer issues to assuring client retention to growing sales.

I've spent the last six years honing my talents as a customer service manager. I've received recognition and multiple honours, including three national ones. I like resolving client issues and ensuring that my team colleagues do as well.

Even though I enjoy my present work, I know I am ready to take on a more demanding role in customer service, which is why I am so enthusiastic about this opportunity.

2) **Why Do you want this Job?** Again, firms want to recruit people who are enthusiastic about the work, so you should offer a compelling explanation for why you want the position.

Answer: First, pick a couple of major aspects that make the work a good fit for you (e.g., "I enjoy customer support because I love the continual human connection and the gratification that comes from helping someone solve an issue"), and then explain why you like the firm. You can include some of the things they are doing right and include that you would love to be a part of that process.

3) **Why do you want us to Hire you?** This kind of question may throw a lot of job seekers off-balance, especially if they are not prepared to answer this kind of question.

Answer: There is no better situation for you to sell yourself than now, your task here is to develop an answer that addresses three points: that you can not only perform the work but also give excellent outcomes; that you'll fit in well with the team and culture; and that you'd be a better hire than any of the other applicants.

4) **What will you bring to the organization?** When employers/interviewers ask this question, they are not just interested in learning about your past. They want to see that you grasp the company's or department's problems and difficulties, as well as how you'll fit into the present organization. You should read about the organization and find out how you can solve some of its existing problems.

Answer: With my expertise as a Senior Executive Director at my previous job, I would work with my team to drive the income for this firm by reforming the way we operate in the various areas."

5) **What are your weaknesses?** With this question, your interviewer is aiming to gauge your self-awareness and honesty in addition to looking for any major red flags.

Answer: Here you have to think of a weakness that you are working on, like "I find it difficult addressing a large number of people, but I have taken upon myself to take charge of any meeting we have in my organization.

6) **What are your strengths?** Here's an opportunity to discuss something that makes you great and a perfect fit for this position. You can decide to choose one or two qualities that are relevant to the position that you are applying for.

Answer for a managerial position: I am very good with people, in terms of working with them and organizing them to work on a specific task. This is something I have been able to learn from my experience in various roles as a leader.

7) **Can you tell us your greatest professional achievement?** Nothing screams "hire me"! More than a good track record of achievements.

Answer: In my previous position as a junior analyst, it was my responsibility to oversee the billing process", then explain what you did (the deed) and what you accomplished (the outcome): "In one month, I simplified the process, saving my company 10 person-hours per month and reducing invoice mistakes by 20%."

8) **Why did you leave your last job or why are you leaving your current place of work?** This is a very tricky question that tends to throw most job seekers off balance. Most job seekers leave their present place for a better offer but you don't want to come out as a gold digger who leaves once there is a good offer somewhere else. However, It is also ok to let them know that you are looking for new opportunities.

Answer: I would want to be a part of product creation from start to finish, and I know I'd be able to do so here."

9) **Tell me about one time you made a mistake?** In this type of question, the goal is, to be honest without blaming others, then explain what you learnt from the mistake and what steps you have made to prevent it from happening again.

Answer: I remember one time I was in charge of organizing our yearly summit, during the course of the event, I discovered I omitted a particular speech by a top director and the process was delayed for 15 minutes before we could get his speech. It was a big eye-opener for me and I learnt to apportion responsibilities to each of my team members and try not to handle the majority of the work alone.

11) **Tell us about a time you disagreed with a decision made at work?** The perfect tale in this case is one in which you handled a conflict professionally and learnt from the experience.

Answer: You have to be really careful with what you say here and you can start your sentence with “Early in my professional career, I realized that it's okay to disagree as long as you can back up your hunches with physical evidence”. I disagreed with a certain way of solving a problem based on its previous results and then I suggested one I was certain would bring results.

12) **Why were you sacked?** I believe a good number of people get sacked from their job and sometimes this kind of question may come up especially if the interviewer is aware that you were fired from your last job.

Answer: If you were laid off, you can simply state, "The company (was purchased, restructured/merged), and sadly my (role/department) was removed." But what if you were dismissed due to poor performance? Your best bet is to be truthful. It doesn't have to be a deal-breaker. Show that you have learnt from your mistake and you are ready to put in your best. “I didn't perform at my best, but I have learnt how to be more efficient at my job”.

13) **What is your current salary or what would you like us to pay you?** Don't be thrown off balance by this question. You should have done your research about the company and how much they pay a person in your position.

Answer: I've done a lot of study on the [Company], and I'm certain that if it's the appropriate fit, we'll be able to come to an agreement on a price that's fair and competitive to both sides.

14) **Tell us why you changed your career path?** Don't be alarmed by this question; instead, take a deep breath and explain to the recruiting manager why you've made the professional choices you have.

Answer: My past experience as a manager would be key in me performing well as a Senior Administrative Executive, as the responsibilities are not so different.

15) **How do you deal with pressure or stress?** Most candidates may find it difficult to respond to this kind of question because it is very important to answer this question in the right way.

Answer: You can say “I meditate a little when I get stressed”, “I go for a walk” or “I find other ways to distract myself so I don’t get stressed”.

16) **What are your hobbies?** Interviewers will occasionally inquire about your interests or hobbies outside of work in order to get to know you better to discover what you're passionate about and dedicate time to during your off-hours.

Answer: I love playing football, I also watch football or I love to read, so I spend a lot of my off-time reading good novels/books.

17) **What motivates you?** Consider that the interviewer wants to ensure that you're enthusiastic about this position at this organization and that you'll be motivated to succeed if you're hired. So, consider what has invigorated you in prior employment and what got you excited when you read this job description.

Answer for Public Health Applicant: I love helping people in need and taking care of the aged, I feel a sense of fulfilment anytime I do so. It reminds me of my parents whom I didn't get enough chance to spend time with before they passed away.

18) **What are your five years plan or where do you see yourself in five years?** If you are asked this question, be honest and detailed about your future aspirations, but keep this in mind: A recruiting manager wants to know a) if you've set reasonable professional objectives, b) if you are ambitious (i.e., this isn't the first time you've considered the question), and c) whether the position corresponds with your goals and progress.

Answer: You can think about the position you are applying for and say where you think you should be based on that position, in the next five years. Also, it is still ok to say that “You are not certain what the future holds, but you believe this experience will be useful in assisting you in making that decision”.

19) **What makes you stand out from the rest?** Make use of this moment to tell them something that will offer you an advantage over your competitors for this position.

Answer: I am a goal getter, and once I fix my mind on anything, I ensure that I do everything within my power to get it.

20) **What do you think we can do better?** In this particular case, you have to be careful not to insult the company or the interviewer but be ready to give constructive feedback.

Answer: You can start with something positive about the company before delving into the changes you think they need to make. Like “The website of the company has some wonderful features that have really impressed me but it could be better if the website is fast and user friendly.

In summary, if you have successfully gone through this list till the end, then congratulation is in order. This list would most definitely prepare you for most of the regular questions that interviewers ask job seekers. Which means that, you would be landing a job in no distant time. You can also prepare for role/responsibility related questions as you seek to land the job of your dream.