

OCTOBER 2021

MARCHAN GROUP

Interview Questions to know and avoid

INTERVIEW
QUESTIONS TO
PREPARE FOR

- Tell me about yourself.
- Why should we hire you?
- What are your weaknesses? Strengths?
- Where do you see yourself in 5 years (goals for the future)?
- Why do you want to work here?
- What keeps you up at night?
- Tell us about a mistake and how you corrected it.
- What skills do you bring to the team?
- Describe a difficult team/project experience and its outcome.
- What do you expect to gain from X company?
- Why do you want to leave (or left) your job?
- What are your goals?
- Tell me about a time you found a creative solution for your former/current employer.
- What are your salary expectations?
- How do you handle stress and pressure in the workplace?
- How do you handle difficult clients?

PUTTING IN THE
WORK WILL
PREPARE YOU
FOR SUCCESS

Written by Carol Marchan

INTERVIEW QUESTIONS TO ASK THE INTERVIEWER

PRACTICE
CREATES
CONFIDENCE

- What skills qualify a candidate for this position?
- Is this a new role? If not, why is this job available?
- Can you name a few challenges that a candidate may face in this position?
- What training opportunities do you offer to employees?
- How long have you been in your role? What is the most exciting part about working in this role?
- Can you discuss how your role has changed since you've started working for the organization?
- How does the company evaluate the performance of employees? Is there a 30/60/90 day evaluation plan?
- Is travel required?
- Is remote work possible?
- How does one advance within the company?
- How would you describe the responsibilities of the position?
- What does the the typical work week look like?
- What are the work hours? Is over-time expected?
- How many people are on the team/department?
- What type of background do you feel would be best suited for the role?
- Does the company provide professional development opportunities?
- Do you have any reservations about my qualifications?
- Is there anything I can clarify for you about my resume or qualifications?
- If I am offered the position, how soon would you like me to start?
- What are the next steps? When can I expect to hear from you?
- What is the company's management style?
- Do you have a policy for onboarding new members of the team?
- How long is the training process for this role?

INTERVIEW QUESTIONS TO AVOID AT ALL COSTS

Interview Questions to Avoid

- What does the company do?
- What are the requirements of the job?
- What other jobs do you have available?
- How soon can I apply for another job within the company?
- How quickly can I get promoted? Raise?
- How do you track the work of remote employees? (vs. How are remote employees managed?)
- Do you have security cameras in the workplace?
- Are emails and web data tracked?
- What is the process before someone is fired? How many warnings before dismissal?
- Did I get the job?
- Avoid race, gender, interviewer's family and history.
- Avoid "me" questions. These usually involve second interview questions like salary, benefits, holiday pay/PTO, etc.
- What are the down sides of this working for the company?
- Do I have to work weekends?

LEARN THE
DIFFERENCE
BETWEEN
COMMON AND
UNCOMMON
QUESTIONS.