

Best Answers in an Interview

Everyone wants to perform well in a job interview.

Always important to be honest and answer the questions asked by the panel.

3 of the most common interview questions + best responses:

1. Tell me about yourself.

- Response:
 - This is the most common interview questions. You want the interviewer to get a good idea of who you are as a person
 - But it's important not to reveal too much about yourself
 - Don't give your life story
 - Share only pertinent info about your education, experience and goals.
 - Can talk about interests and hobbies
 - Also tell panel about your unique skills
 - Example:
 - Language skills
 - Whiz at the computer
 - Musician
 - Aerobics instructor

2. What is your greatest strength?

- Response:
 - This is your chance to really IMPRESS the panel
 - Don't hold back –
 - Relate as many positive honest attributes as you can.
 - Be sure to relate only work related strengths.
 - Bring up compliments and/or citations/rewards from other places of employment where you have worked.
 - Don't drop names!
 - Example:
 - The chairman is my uncle

3. What is your greatest weakness?

- Response:
 - This is the most difficult question to answer.
 - It's important to be honest, but don't reveal too much.
 - If asked this question, just respond with a minor, work-related trait that you're trying to fix.
 - Example:
 - I'm working on my organizational skills (don't tell them you're a messy person.)
 - I'm taking classes at NPC (don't tell them you can't spell)
 - Don't choose a strength and present it as a weakness – interviewers can see right through that answer:
 - Example:
 - I need to improve my typing (when actually you can accurately do 60 words/min.)

Worksheet - Handout: Best Answers in an Interview

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Always important to be honest and answer the questions asked by the panel.

Practice being interviewed in front of your peer group using the following guide.

3 of the most common interview questions + best responses:

1. Tell me about yourself

- Response:
 - This is the most common interview questions. You want the interviewer to get a good idea of who you are as a person

 - Also tell panel about your unique skills
 - Example:

3 What is your greatest strength?

- Response:
 - This is your chance to really IMPRESS the panel
 - Don't hold back –
 - Relate as many positive honest attributes as you can.

 - Don't drop names!
 - Example:

4. What is your greatest weakness?

- Response:
 - This is the most difficult question to answer.
 - It's important to be honest, but don't reveal too much.
 - If asked this question, just respond with a minor, work-related trait that you're trying to fix.

- Don't choose a strength and present it as a weakness – interviewers can see right through that answer:
 - Example:

Ticket 1

Welcomed Rehab group and after brief announcements and catch-ups proceeded to discuss ideas on how to best present oneself during the interview process. Discussed the 3 most common asked questions:

1. Tell me about yourself.
2. Describe your greatest strengths.
3. Describe your greatest weakness.

Also discussed the importance of honest answers without embellishments or bragging. Discussed how this was your opportunity as an interviewee to have yourself known by the organization. Discussed the negative impact of “name dropping” and how this might negatively impact the impression you are trying to give.

Individual Note:

Client attended well to today’s session. Able to share own unique strengths and weaknesses with peers. Needs practice in speaking up for self. Good participation.

Plan:

- Continue working on and practicing positive job skills for future full time employment.
- Continue working on internalization of “can do” attitude and ability to succeed.

TICKET 2:

Welcomed Rehab group this morning. After brief announcement and catch-ups proceeded to review the most common questions asked at interview process. Then proceeded to break up into small groups and members given opportunity to share both their strengths and areas of weaknesses they are working on. Discussed how to frame weaknesses into a positive trait – thus indicating awareness of self and active strategy to strengthen that area of performance. Good small group discussions.

Individual Note:

Client able to share both strengths and areas of improvement with peers. Able to receive feedback from peers in a positive manner. Defensiveness low.

Plan:

- Continue working on positive self esteem and assertive self presentation.
- Next topic is how to dress for success.