

THE JOB INTERVIEW QUESTIONS

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A job interview is a time to exhibit your work skills, demonstrate your communication strategies and emphasize how the position fits your career goals. Following is a list of questions job interviewers might ask and what they really want to know.

Interview Questions

The Questions Asked	What the Interviewer Really Means	How to Answer
Tell me about yourself.	Tell me what you can do for this company and how will you fit in here if we hire you.	Give a brief background of your education and skills and relate those skills to the key functions of the job. Be ready to give examples.
Why are you interested in this job?	If we hire you, will you be able to manage the problems involved?	Avoid general comments; zero in how you can contribute to solving specific problems and reaching goals. Do not say you just really need a job or talk about money.
What is your experience?	Tell me what you know and what you have done in previous jobs that will be useful in handling this job.	In answering this question, build on your knowledge of the organization and stress the details of your experience that match the needs of the job. Tie your abilities to this position.
What is your greatest strength?	Are you good at any of the things we have a problem with and/or are important to this job?	Know the organization's needs and capitalize on that. Emphasize your maturity, life experiences and achievements.

What is your greatest weakness?	Do not tell me you are perfect. I will not believe it.	Do not confess real problems. Choose a “weakness” and explain how you have overcome it. End the answer on a positive note.
Why do you want to change jobs?	I want to know what kinds of trouble we can expect from you.	Give an honest, straightforward answer. Avoid bad-mouthing others and disguise difficulties in positive language. Point out what attracts you to this job.
Are you able to perform the duties of this position?	I want to see if you are a dedicated employee and also get around equal opportunity laws relating to marital status and children.	Be careful not to fall into the trap of mentioning child-related crises.
What are your interests outside of work?	Will your leisure activities embarrass us or interfere with your ability to give us your best?	Describe interests that enhance your value to the company, not those that might result in costs.
What salary do you expect?	Do you have realistic expectations or are we wasting each other’s time?	Put this question off as long as possible and try to get the interviewer to give you a salary figure first. Go prepared with what you consider a range based on the local market wages for similar jobs. Be prepared to deal with a lower offer and discuss your salary realistically.

Want More Information?

For additional information, download a copy of UT Extension Publication “W 936-F Finding Work – The Job Interview.” To learn more, connect with an Extension agent by contacting your county Extension office.



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