

Job Interview Q&As

1. Tell me about yourself / How would you describe yourself?



"I'm a hardworking person and I've worked very hard in my studies. I graduated with a bachelor degree in Social Work last year. During my study, I've completed two internships with social service agencies for two summers. I love working with people and I feel good when I can help others. I want to make a contribution to this world. I am good at building relationships and I believe this quality makes me a valuable team member. I also have a can-do attitude. I do my best to find solutions to solve problems."



"Well...I was born in Hong Kong and I'm now 22 years old. I was the only child in my family. I think my parents are OK – they are Christians so they took me to church when I was a child. Now I'm a Christian too. When I was at university I didn't join many extra-curricular activities because I'd rather stay home. I like surfing on the internet and chatting with friends online. Of course I like playing online games. I think many people like to play online games!"

2. Why should we hire you?



"You should hire me because I'm the best person for the job! I have a passion for excellence. I always do my best to achieve the best results. For example, I was awarded the Employee of the Month award as an intern last summer. I'm a people person – I'm eager to help those in need, which keeps me motivated and excited!"



"Well, I really need this job and it would be great to work here! I've been unemployed for a while and my parents are starting to complain about me not having a job. And I really don't

want to live with them anymore - I want to have my own apartment. So if you hire me, I can save more money to pay for the mortgage. It's been my dream to have my own place!"

3. What is your long-term career goal? / Where do you see yourself in five years?



"My goal is to develop and use my skills and knowledge in this role. Working as a [the job position] for your company, I plan to take on more responsibilities gradually and gain more exposure in [area of interest/industry]."



"Within five years, I would like to become one of the best employees in your company. I want to become the person whom other colleagues will count on. I'll be fully prepared to take on greater responsibilities which should come up in the future. For example, I'm now taking a course in Business Communication to enhance my English communication skills. I believe it would help me a lot in communicating with international clients."



"My long-term career goal is to become a CEO. So I want to make every effort to achieve that goal. So you can tell that I'm very ambitious and I do everything to achieve what I want. The question is: Will your company provide me with the roadmap for getting to that position?"



"In 5 years' time I want to get married, buy a house, a car and maybe have 2 kids. I think most young people want this kind of life. I also want to make more money and save for the future, so I can enjoy my retirement without worries."

4. Are you a team player?



"Yes, I'm very much a team player! I've had many opportunities in school to develop my skills as a team player. An example of this was with my summer internship team. We all came from different backgrounds with different skills and we had to work together on a project. It was important that I communicated with other team members to make sure that I was on track for delivering my part of the project. We met to report the progress during weekly meetings. I also worked closely with the Project Manager and a few team members to ensure that I was on the right track. As a result, the project was delivered on time and within budget."



"You bet...I am! That is, if I'm on the right team! So now I'm looking to join another team so that I can be my best. My previous team was good for a while, but gradually I felt like I was in hell when I had to work with them. I want to move to a team where everyone plays their best and we can win a championship."

5. What is your greatest strength?



"I am passionate about my work. As I love what I do, I'm always motivated to do my best. I am also very organized. I always use tools to help me, for example, I will use to-do lists on my calendar to keep track of the tasks I need to complete. This way I become more efficient and effective. Besides, I'm outgoing and sociable. I love meeting new people and learning from them. This helps me in getting along easily with my clients/customers."



"Previously I worked as a marketing manager in a private company. My customers trusted me as I had good knowledge about the products I was selling. We developed a long-term relationship, and they were satisfied with my service and performance. I was always there

when they needed me. In particular, I never lied and they found me a reliable and trustworthy person. I was very good at managing time as well."



"I'm a kind and friendly person. I always try to help others the best I can. I'm an extrovert and I enjoy spending time with friends during my leisure time."

6. What is your greatest weakness?



"I'm a perfectionist and sometimes I focus too much on the details of a project, which can affect the deadlines. But I'm aware of this and I know my work will affect the progress of my whole team. So I'm learning to strike a balance between being perfect and being timely. I've also learned to prioritize tasks."



"Everybody has his/her own approach in handling a task. Some people look at the whole picture without caring about the details. However, I am a perfectionist and want everything to be flawless. Somehow my perfectionism is so strong that it becomes my weakness. I tend to criticize other people's work when I notice even small mistakes, and that makes people unhappy. I am aware of this and understand that I shouldn't impose my own standards on everyone."



"I work too hard and I can't say "No" when others ask me to do something. I suppose it's a weakness because I can't stop working! I'm a workaholic! I stay late at work to complete all of the work and I don't have any work-life balance. As a result, my personal life has suffered. My boyfriend/girlfriend complains that he/she never sees me! I just work, work and work!!"

7. How do you handle stress?



"I think a healthy amount of pressure is good – it drives me to become more productive and efficient and to deliver quality work at all times! Stress can be a big motivator for me. I've experienced stressful situations and it actually makes us work closer together as a team. Also, planning for projects helps me a lot in managing tasks and prioritizing what needs to be done first!"



"I actually work well under pressure. If I have multiple assignments to work on or an upcoming deadline, I become more energetic and productive. I usually create a detailed schedule and break down each assignment into small tasks. Also, I focus on the task rather than my feelings, so I don't get caught up in an emotional battle."



"I remember one time I was in a stressful situation because I forgot to meet the deadline. My boss was furious and I had to ask him for an extension of the deadline to finish the project. I tried not to think about the task after work. I also told myself that I was lucky not getting fired! In the end, I finished the task."

8. How would your team/colleagues describe you?



"They would say I'm a warm, caring and cheerful person. I love to help people the best I can. Also, they see me as someone who loves to solve problems. I'm a fast learner and always produce quality work."



A general answer: It shows that the candidate is an easy-going person.

"I think my team members like me a lot. I'm nice and easy-going. I go to lunch with them every day and we talk about everything! Sometimes we'll go out for movies and dinner over the weekend. We have a great relationship!"

9. Can you describe a difficult work situation or project? How did you overcome it?



"Decisions are time-consuming especially when it involves a group of people – it requires good communication among team members. When I was at university, I had to organize a study tour to a foreign country. Most of my classmates were from very poor family so they couldn't afford the expenses. We went through many discussions and finally came up with a fund-raising idea: a drama performance for three consecutive days. With everybody's hard work, the performance was a great success. We managed to raise sufficient funds for the study tour."



"Well, I can't think of a specific example since the work situation is always difficult. They always require me to work on multiple projects within a short period of time. I find it so harsh and nobody is willing to help."

10. Why do you want to work here?



"As a fresh graduate, I believe I can learn a lot from a global and progressive organization. I like the mission statement of your company and I would like to be part of the team to make a difference in the community. I want to grow with this company and apply my skills and knowledge in this role."



"Since graduation I've been looking for jobs for a period of time now. It's hard to find a job that pays well and has good promotion prospects. I saw the job advertisement and visited your company's web site - it seems to me that your company is big with good prospects."



"I haven't heard about your company until I saw this job advertisement. I think it's a small company with not too many staff. But it's okay. Hopefully with this experience I will find a better job in a large organization in the future."

11. Why are you leaving your current job?



"I've learned a lot in my current job, but I'm interested in working at your company because I've heard many good things about it. I want to learn more and take on more responsibilities. I know your company is well-established and there will be more opportunities for me."



"I like to learn new things and have more exposure. I find it fulfilling if I can successfully accomplish new tasks or projects. I look forward to meeting new challenges in a new environment and sharing my knowledge with my clients/customers/colleagues."



"Well, I don't really like the people there. My boss is authoritative and she just wanted to use me without treating me with respect. The work environment is not nice and people shout at each other. My co-workers are even worse – they don't help people with less experience and only want to please the boss."

12. What is your expected salary?



"I am sure that you will assess my qualifications and experience and offer me a salary within a reasonable range."



"My salary expectation is between \$XXX and \$XXX, which is the average salary for a candidate with my skills and experience. However, I am flexible."



"The higher the better, of course! I heard from my friends that your company pays high salary, so I'm expecting a minimum salary of \$XXX!"

13. Do you have any questions?



"What does a typical day look like for someone in this position?"

"Can you tell me why you enjoy working here?"

"How would you describe the company's culture?"

"Can you describe some of the company's recent challenges and achievements?"

"What are the next steps in the hiring process?"

"When can I expect to hear back from you?"



"What is the salary range for this position?"

"How many days do I get for annual leave?"

"Do I have to work overtime? And do I get overtime pay?"

"Have you fired anyone in this position before?"

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