

JOB WON! Worksheet

An excerpt from Phil Blair's Book

Three Types of Interview Questions

Generally speaking, interviewers ask three kinds of questions: positive, neutral and negative. You have to be prepared to capably and seamlessly respond to all three—often in the same interview. Here are some basic examples:

POSITIVE:

- What are your strengths?
- Why should we hire you?
- What can you contribute to our organization?
- Why do you feel you are qualified for this position?
- How have you been successful in your career and why?
- Tell me about job responsibilities you enjoy.
- Describe your ideal job.
- Tell me about a situation when you felt very effective in your job.

NEUTRAL:

- What will your references, including former supervisors and co-workers, say about you?
- How would you describe your communication style with supervisors, peers and assistants?
- How do you handle working under pressure?
- What are your salary requirements and expectations?
- Why are you interested in this position?
- What is important for me to know about you?
- What are the key lessons you have learned in your career?
- How do you set priorities?
- How do you feel about relocation?

NEGATIVE:

- Tell me about a work situation when you felt ineffective?
- What did you not like about your last position, supervisor or company?
- What is the biggest mistake you've made in your career?
- Tell me how you've handled a difficult co-worker, supervisor or junior peer?
- What have supervisors criticized about your work style?
- What type of business environment do you find most challenging?