

# The #1 HR Expert Answers the Top Interview Questions to Land the Job!



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# Letter from the author

## Angela Anderson



I'm glad you are taking this opportunity to prepare yourself for your next interview. This eBook will give you the most frequently asked questions on an interview and how to be prepared to answer these questions.

The interview is the time for the hiring managers to ask questions that will help them decide whether you are the right fit for the position. Remember you only get one chance to make a good impression, so make the best of it.

Take your time to read and rehearse the questions and answers so they become very familiar to you during the interview. You want the interview to flow and be conversational so you don't seem robotic in your answers. Practice with someone that can ask the questions and you provide the answers.

I hope this eBook will help you land your next career opportunity. Best of luck!

# Interview Preparation



1. Research the company
  - View their website to understand what they do
  - Review the organization's mission statement and background
  - Assess their client base, products and services
2. Compare your skills and qualifications to the job description
  - Highlight skills and abilities required for the position
  - Compare the employer requirements against your resume
  - Understand your strengths as it relates to the job
3. Review your interview questions and answers
  - Practice telling your story
  - Rehearse with someone so you can feel more comfortable
4. Plan your dress attire
  - Business attire; Suit and professional shoes
  - Dress to impress with your overall appearance neat
5. What to bring to the interview
  - Extra copies of your resume for everyone you will interview with
  - A notepad or professional binder and a good pen
  - References and any information you may need to complete an application
  - Samples of your work (If applicable)

# Top Interview Questions



## 1. Tell me about yourself?

- Highlight skills and abilities required for the position
- Tell them things like : You're a hard worker, self motivated, organized and reliable
- Share your expertise as it relates to the position

## 2. What are your strengths?

- List some things like: Team player, excellent communicator
- Coachable, Prompt, Detail Oriented

## 3. What are your weaknesses?

- When I look at my qualifications and your requirements, the weakest area is XXX. I have basic skills and ability in XXX and I plan to improve them by taking a class XXX, and seek a mentor to help me expand my skills in this area

## 4. What attracted you to applying for this position?

- This position aligned with my career goals
- This would be considered a growth opportunity for me

## 5. What are you looking for in your next job opportunity?

- I look forward to working for a company whose mission I firmly believe in, such as your own. I look for jobs about which I am passionate, because this allows me to be extremely productive and creative.

## 6. What can you contribute to the company?

- I can bring not only my ideas from my previous job, but my general passion for innovation, to your organization. My previous work experience included innovation in many areas, including strategies for more effective teamwork. At my previous company, I devised strategies for improving teamwork and communication among members of team projects.

## 7. What would your former Supervisor say about you?

- He/She would say that I am a hard worker and that I'm a team player. I give my all to any assignment that is issued to me. I take pride in my work and complete all assignments on time. I'm prompt to work and follow all company policies and procedures. He/She really enjoyed working with me and hated to see me leave the organization.



## 8. What are your career goals?

- In the short term, I hope to work as a XXX for a company such as yours; one with a mission based on stellar customer service and a great working environment. Working as a XXX for a company I believe it will prepare me to hopefully take on expanded team leadership responsibilities in the future, as these become available.

## 9. Why are you leaving your company?

- One of the reasons I am leaving is that I felt I was not challenged enough at the job. After being there for so many years, I felt I was not able to reach my full potential because of a real lack of challenge. There really was no room for advancement in the company. While I did enjoy working there and appreciate the skills I developed while with the company, I feel my qualifications can be better utilized elsewhere, where my capabilities are more recognized and there is the opportunity for growth.

## 10. Do you have any questions for me?

- How can I make an immediate impact on the dept?
- Is this a replacement position or new position?
- What does a typical day look like?
- What are the company benefits- Medical/Dental/Vision?401K? Holidays?



## Here are 10 things to always bring up in an interview:

### 1. The Work

The most fundamental goal of the interview is to determine whether you have the skills to do the job. Be prepared with a list of your top selling points so the interviewer is completely aware of your advantages over others.

### 2. The Company

Do your homework ahead of time so you are ready to say why you want to work at that job and for that company.

### 3. The Culture

The work environment can determine whether you love your job or hate it. Address the work culture with your interviewer to make sure your values align. There's nothing worse than landing a job only to realize the organization is not a place where you would feel comfortable working.

### 4. Industry Knowledge

Want to "wow" the interviewer? Show off your knowledge of the industry. Thoroughly understanding your industry proves your passion for the field. In addition, having this knowledge suggests you have a deeper level of expertise than the average candidate.

### 5. Past Experiences

Your past experiences demonstrate how you would perform if you landed the job. So, you want to be prepared to describe past experiences where you had a big impact.

### 6. Portfolio

A portfolio is a visual representation of your past work. It not only shows off your accomplishments, it also gives you added value.

### 7. Your Plan For the Position

Lay out what you'd do, should you get the job. This plan doesn't need to be detailed—it just needs to illustrate how you would positively contribute to the position.

### 8. Your Referral (if you have one)

There's nothing wrong with name-dropping if the person helped you land the interview. If you were referred to the position, be sure to remind the interviewer. This connection may put some legitimacy behind your candidacy, as well as spark a positive conversation between you and the interviewer.

### 9. Thought-out Questions

Always make sure you have questions from queries about the interviewer's role to thoughts on the history of the position, questions show your desire for the job.

### 10. Next Steps

Always ensure you're aware of the next steps. By asking about these next steps, you'll know what to expect and gain some peace of mind.



*Understand the ends and outs of interviewing because you only get one time to make a lasting impression.* ☺☺



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