

# Question 1

Tell me about yourself.

# Answer 1

*“I started my career in Marketing after graduating with a Business degree in 2013. I’ve spent my entire career at Microsoft, receiving two promotions and three awards for outstanding performance. I’m looking to join a smaller company now, and take on more leadership and project management.”*

## Question 2

What do you know about the company?

## Answer 2

*““From what I read, your company is one of the leaders in providing security software to other businesses. I read the list of clients on your website. Do you mostly serve Fortune 500 clients? I saw a couple big Fortune 500 companies mentioned on the list, including \_\_\_\_ and \_\_\_\_.”*

## Question 3

Why did you apply for this position?

## Answer 3

*« Since beginning my career, I've wanted to work for a larger organization in this industry, and I know you're one of the leaders in this space. I'm very interested in your products/services, especially the mobile applications you're building recently, so I'd be excited to come here and grow my skills with an organization like yours. »*

# Question 4

Why should we hire you?

## Answer 4

*“I read on the job description that you’re looking for someone with experience in \_\_\_\_\_. I’ve done that for 3 years and can immediately help you accomplish \_\_\_\_\_”.*

# Question 5

Tell us about a difficult situation/a challenge you've faced and how you handled it.

# Answer 5

*“In my last job, we were facing a tough deadline and my boss was out for the day. Our client was expecting a project to be delivered by 5PM, but we were far behind schedule. I took the lead on the project, delegated tasks to the four other team members in a way that I thought would utilize everyone’s strengths best. And then I re-organized my own personal tasks so I could dedicate my entire day to contributing to this project as well. The project was a success and we delivered the work on-time. I went on to lead more projects after that, and used what I learned to be a better project manager.”*

## Question 6

What are your greatest strengths?

# Answer 6

*“I think one of my greatest strengths is as a problem solver. I have the ability to see a situation from different perspectives and I can get my work done even in the face of difficult obstacles. I also feel that my communication skills are top notch. I feel just as comfortable presenting to senior executives as I do mediating a conflict between junior team members. I worked as a programmer in the past so I have that perspective of a developer and I think that they respect me for that.”*

# Question 7

What are some of your weaknesses?

# Answer 7

*“I’m not particularly strong in social media marketing. For the first few years of my career, I focused entirely on email marketing. That’s still what I specialize in, which is why I applied for your Email Marketing Manager job. But I’ve realized it’s also helpful to understand the principles of social media marketing because some of the strategies that work there also work well in email. So I’ve started spending a couple hours a week of my own time studying and learning this new area, and it’s helped me a lot.”*

# Question 8

Why do you want to work here?

## Answer 8

*“I’ve been actively searching for jobs since graduating with my Nursing degree. I’m interested in intensive care and emergency medicine and I’ve seen your hospital mentioned as having one of the best ER’s in the region. I thought the job description matched up well with my background, and saw some of my personal strengths mentioned, like multitasking and being able to thrive in a fast paced environment, so I’d love to begin my career here.”*

# Question 9

Do you have any questions for us?

# Answer 9

- *can you tell me more about day-to-day responsibilities for this position?*
- *is this a new position or was there someone holding this position before?*
  - *what are the biggest opportunities the company/department is facing right now?*
  - *what are the biggest challenges the company/department is facing right now?*
  - *who do you consider your greatest competitor?*

# Question 10

Where do you see yourself in 5 years?

## Answer 10

*“My goal right now is to find a position at a company where I can grow and take on new challenges over time. Ultimately, I’d like to assume more management responsibilities and get involved in product strategy. But most importantly, I want to work for an organization where I can build a career.”*