

## **Tackling Tough Interview Questions**

The key to handling interview questions is to be prepared to discuss anything on your resume, especially the questions you really *don't* want to answer. Be honest, but try to turn any negatives into something positive.

For example, instead of saying you lack related experience, try putting a positive spin on it by saying, "Although I have limited experience with XYZ, I feel confident my experience with ABC and my desire to learn will help me adjust quickly."

### **Common Interview Questions**

#### **What Are Your Weaknesses?**

Emphasize your strengths and minimize weaknesses. Focus on your professional skills and avoid discussing personal qualities. Stay away from any weakness that would likely eliminate you from the position such as tardiness or impatience.

#### **Why Should We Hire You?**

Give a summary of your experience and strengths. Relate them directly to the position for which you are interviewing.

#### **Why Do You Want to Work Here?**

The interviewer is listening for an indication that you've given this some thought and are not sending out resumes simply because there is an opening. Discuss the company and your relevant experience.

#### **What Are Your Goals?**

Focus on short-term and intermediate goals rather than the distant future. Example, "My immediate goal is to get a job in a growth-oriented company such as yours."

#### **What Are You Looking For?**

Explain how this company and the specific position would fulfill your particular interests.

#### **Why Did You Leave (Or Are You Leaving) Your Job?**

Be honest but concise. State your reason for leaving in a positive context and focus on what you want in a new position. Don't be negative about your current position, employer or get into personal details.

#### **What Can You Do for Us That Other Candidates Can't?**

Discuss what makes you unique. Be ready with an assessment of your experiences, skills and traits as they relate to this particular position.