

1. "Tell me about yourself."

Talk for 2 minutes or so, Be logical, Start anywhere, high school, college, first job. Interviewer is looking for communication skills and linear thinking. Try to include a major personal attribute...

2. "Why are you leaving your current position?"

This is a very critical question. Do NOT 'bad mouth' your current employer. Don't sound 'too opportunistic.' Best is shutdown, buy-out, or after long personal consideration your chance to make a contribution is low due to company changes or lack of changes. If your commute happens to be extreme, this is also a very good reason, family time, etc...

3. "What do you consider your most significant accomplishment?"

This could get you the job. Be prepared to spend about two minutes outlining this with details, discuss your personal involvement, effort, long hours, pressures, hurdles you overcame, company benefit.

4. "Why do you believe you are qualified for the position?"

Pick two or three factors about the job, and that are about you that are the most relevant. Discuss for two minutes, select technical skills, a specific management skill, strength you possess that will assist in solving the companies problems.

5. "Have you ever accomplished something you didn't think you could?"

Interviewer is trying to determine your work ethic, personal commitment, and integrity. Provide good example of where you overcame numerous difficulties to succeed. Prove you're not a quitter, you will keep going when others may not.

6. "What do you like / dislike about your current position?"

Interviewer is comparing your compatibility with the open position. If you are interested in the position be careful, stating you don't like overtime, details, paperwork, or you really like to manage and it's not a management position could cost you the job. There is nothing wrong with liking challenges, pressure situation, opportunity to grow, or to dislike bureaucracy and frustrating situations.

7. "How do you handle pressure? Do you like or dislike these situations?"

High achievers tend to perform well in pressure situations. Conversely, the question could imply that the position is pressure packed and out of control. There is nothing wrong with this as long as you know what you're getting into. If you perform well under stress, provide a good example with details, let the interviewer feel the stress by your description.

8. "The sign of a good employce is the ability to take initiative. Can you describe any situations like this about yourself?"

A results-oriented, pro-active person doesn't have to be told what to do. This is one of the major success attributes. To convince the interviewer you possess this trait, you must give a series of short examples describing your self-motivation. Try to discuss at least one example in depth. The extra effort, strong work ethic and creative side of you must be demonstrated.

9. "What was the worst or most embarrassing aspect of your business career? Or How would you do things differently now with 20/20 hindsight?"

This is a general question to learn how introspective you are. Also to see if you can learn from your mistakes. If you can, it indicates an open, more flexible personality. Don't be afraid to talk about your failures, particularly if you have leaned from them. This is a critical aspect of high potential individuals.

10. "How have you grown or changed over the past few years?"

This requires thought. Maturation, increased technical skills, or increased self-confidence are important aspects in human development. To discuss this effectively is indicative of a well-balanced intelligent individual. Overcoming personal obstacles recognizing manageable weaknesses can brand you as an approachable and desirable employee.

11. "What do you consider your most significant strengths?"

Know 4 or 5 of you strengths, and specific examples. Select those attributes that are most compatible with the position. Most people say management or working with people. These are meaningless unless you can give specifics like planning, organizing, results, staffing, or how your interpersonal skills have contribute to you success.