

# 22 JOB INTERVIEW QUESTIONS

The job interview is the **last phase** of the **selection process**. It's a key moment that can't be left to improvisation. You must **prepare** for each interview you apply for in order to:

1. Clarify **what you want to emphasise** about your experience, training and skills, depending on the job you choose.
2. **Find out about the company** you are applying to, the field of activity and the sector to which it belongs and show what you can offer.

Here are **22 possible interview questions** to help you prepare properly, **added value** to your application and increase your chances of success.

## Possible interview questions

### TRAINING

#### 1. **WHY DID YOU CHOOSE THESE STUDIES?**



#### PURPOSE

Check the consistency of your training itinerary with regard to your professional interests and whether it coincides with the job you choose.



#### PREPARATION

If your training is highly related to the job you are applying for, you will show this consistency from the beginning. You have been trained to achieve a specific professional goal. If, on the other hand, your initial decision of studies was not your final one, state this naturally, arguing that based on your personal and professional evolution, you have set new professional goals.



#### RECOMMENDATION

Argue all your answers. Even a wrong training decision can always be argued and the **positive side of the experience** found.

#### Similar questions:

- ✓ Would you choose the same studies again if you were to start again?
- ✓ What studies would you like to have done?
- ✓ Do you like what you studied?

**2. HAVE YOU EXPANDED YOUR TRAINING IN RECENT YEARS?**



**PURPOSE**

Assess your motivation to continue progressing professionally and find out your job expectations. Know if they are dealing with a person with concerns, who likes to excel day by day with an interest in improving.



**PREPARATION**

Give value to everything you have done related to the acquisition of knowledge that has had a positive impact on your learning and is related to the offer you are applying to, whatever the format: course, conference, meeting, congress, master's degree, postgraduate course, onsite learning (in previous jobs), and both in person and online. Explain how you can apply this learning to the job you are applying to.



**RECOMMENDATIONS**

**Key competence in learning and use of knowledge is highly valued** in the labour market, implies interest in expanding and updating knowledge, and knowing how to apply it to work. Remember that continuing education is essential throughout your career.

**Similar questions:**

- ✓ Have you considered continuing your studies? Which ones? How?
- ✓ Would you be willing to train for the company before signing a contract?
- ✓ What additional training do you have?
- ✓ What are the most recent courses you have done?

**PROFESSIONAL EXPERIENCE – PROFESSIONAL GOALS**

**3. WHAT IS YOUR PREVIOUS EXPERIENCE?**



**PURPOSE**

Find out if you have the knowledge and technical skills needed to do the job effectively.



**PREPARATION**

Analyse all your previous professional experience and prepare a detailed description of your responsibilities and their connection to the job you are applying for. Try to associate your responsibilities with those of the new job, emphasising those directly related to the new job requirements.



**RECOMMENDATIONS**

Even if you haven't really done the same job, **think about everything you can contribute**. Do not pay so much attention to the workplace, but to the tasks and knowledge that it requires and that you can carry out.

**Similar questions:**

- ✓ What can you contribute to the job?
- ✓ What would you ask a person applying for this offer?
- ✓ What were your responsibilities?

4. **WHAT DID YOU DO DURING YOUR PERIOD OF UNEMPLOYMENT?**



**PURPOSE**

Assess your ability to cope with and manage unforeseen and difficult changes and situations and, as a result, your ability to react and modify that situation.



**PREPARATION**

It is about showing that you are active and, even if you are unemployed, they check that you have carried out training, activities to improve your job search and your professional development, and that you show your interest and motivation to change your situation.



**RECOMMENDATIONS**

Show **everything you've done during your period of unemployment** to find a job that is consistent with your goals and trajectory.

**Similar questions:**

- ✓ Since finishing your last job, what have you been doing?
- ✓ What have you been doing over the last few months?
- ✓ How did you experience the transition from working to a period of unemployment?

5. **HOW MUCH WOULD YOU LIKE TO EARN?**



**PURPOSE**

Find out your salary expectations and whether or not you are realistic considering the sector and the responsibilities and tasks to be assumed. Indirectly, lets them know if you are aware of the status of your industry.



**PREPARATION**

Explore the sector, consult other job offers and collective agreements to find out what the salary is of the job you are applying for, so you will have a basis to be able to give a figure and to have more information to compare it with your previous salary. It is as inappropriate to indicate a salary below as it is to make it above the market: you have to show that you know how much your job is worth in the market.



**RECOMMENDATIONS**

Always leave **doors open for possible negotiation**, as long as you have an interest in the work. Remember that the salary is related to a level of responsibilities.

**Similar questions:**

- ✓ How much did he earn in your last job?
- ✓ What salary do you think we should pay a person to cover this job?

6. **WHAT ACHIEVEMENTS WOULD YOU HIGHLIGHT FROM YOUR JOB?**



**PURPOSE**

Find out your actions and achievements in previous jobs and experiences.



**PREPARATION**

Reflect on the goals achieved in previous experiences and identify points in common with the requirements of the job you are applying for. Highlight how the actions that made it easier for you to achieve these successes are related to the objectives of the vacancy you are applying for.



**RECOMMENDATIONS**

Give **specific examples of accomplishments** that are directly related to the work you are presenting yourself to.

**Similar questions:**

- ✓ What was your best success?
- ✓ What challenges have you met effectively?

7. **WHICH PEOPLE OR COMPANIES CAN PROVIDE US WITH YOUR REFERENCES?**



**PURPOSE**

Contrast the information you are providing in the interview with other companies or managers.



**PREPARATION**

Prepare your list of references before presenting yourself for the interview. Remember that positive references are those that are given by all the people who have worked with you and therefore do not necessarily have to be from the last company you worked for. Give references from those people who really know how you work.



**RECOMMENDATIONS**

Try not to be surprised by this question. It is common and therefore **you have to prepare for it**. If you have **letters of recommendation**, you can take them to the interview and give more confirmation of the references given.

**Similar questions:**

- ✓ What people know how you work?

8. **WHAT ARE YOUR FUTURE GOALS?**



PURPOSE

Find out if you have defined your future projection, if you know what you want and if you have a plan for your training-work itinerary.



PREPARATION

Having a definite professional goal highlights that you know the job market and that you are acting to achieve it. Show your motivation to learn, to progress, to constantly train and put in the effort to get what you want.



RECOMMENDATIONS

Focus on your **training and professional goals**. They are not interested in knowing about personal goals. You are not supposed to answer that you always wanted to work for this company, but that you know where you want to go and that you are acting accordingly.

**Similar questions:**

- ✓ How do you see yourself five years from now? How do you see your professional future?
- ✓ What is your professional goal?

9. **WHAT HAVE YOUR EXPECTATIONS BEEN IN PREVIOUS JOBS AND HOW WERE THEY FULFILLED?**



PURPOSE

Find out what specific actions you are taking to achieve your professional goals in order to predict how you will perform in the company.



PREPARATION

Reflect on the challenges you set yourself in previous jobs and explain how you achieved them. Give specific examples and highlight positive aspects. Talk about everything that was useful to you to achieve them, be it training, methodologies that you implemented or other experiences that helped you achieve your expectations.



RECOMMENDATIONS

In addition to commenting on the expectations of a professional project, **explain what you learnt from it**.

**Similar questions:**

- ✓ What are the challenges you have taken on and how have you achieved them?
- ✓ Did you achieve your professional goals in previous experiences?

## 10. WHY DO YOU WANT TO CHANGE YOUR JOB?



### PURPOSE

Check your commitment to achieving your professional goals. Find out your commitment to the company you work for and anticipate the commitment you will have with the company you are applying to.



### PREPARATION

There are different reasons why you want to change. Think about what your reason is.

- **Professional progression.** In the current company, you can no longer progress professionally.
- **Improving conditions.** You prefer more stable conditions of contract, of schedules, maybe before you could travel and now not.
- **Change of career direction.** Because of the situation in your current industry, because you have decided to expand your range of options and have decided to make a change.
- **Negative experience.** If this situation occurs, it is clear that the job does not bring you professional satisfaction and therefore you want to change.



### RECOMMENDATIONS

Avoid vague and inaccurate answers such as 'I want to change because I'm bored ...' and avoid aspects that relate exclusively to salary increases. Remember to **always give positive answers, even if there were negative experiences.**

#### Similar questions:

- ✓ What are your reasons for switching from one company to another?

### 11. HAVE YOU BEEN DISMISSED FROM ANY JOB? WHY?



#### PURPOSE

Find out your exposure regarding this specific situation.



#### PREPARATION

If you have ever been dismissed, be honest and clear. Reflect on the reasons for the dismissal, draw up a specific answer and think of some aspects that will allow you to positively reformulate this situation (for example, the possibility of training, exploring new job opportunities ...). Avoid talking badly about the company that dismissed you, it gives a bad impression, and may raise doubts with the company that is interviewing you.



#### RECOMMENDATIONS

If you have had some bad experiences, try to put that discomfort aside. **Pay attention to non-verbal communication,** because sometimes in awkward situations we communicate one thing verbally but non-verbally we are showing something else.

#### Similar questions:

- ✓ Why did you leave your last job?
- ✓ What happened in your last job?

## PERSONAL SKILLS/PERSONALITY

### 12. WHAT ARE YOUR STRENGTHS?



#### PURPOSE

Find out what skills you have developed most so that the company can assess whether you are the right person for the job.



#### PREPARATION

If you know your skills and abilities, you can determine which of these are most closely related to the job you are applying for. It's about thinking about situations where you've developed them and so you get an argumentative answer for the interviewer.



#### RECOMMENDATIONS

**Give examples that support your answer.** Remember that skills must be shown with behaviour. Argue with specific cases that support your explanation.

#### Similar questions:

- ✓ What are your strong points?
- ✓ What positive aspects would you highlight about yourself?

### 13. HAVE YOU EVER MADE A PROFESSIONAL ERROR?



#### PURPOSE

Find out if you are able to recognise situations where you could improve and how you would do it. Know if you have learned from mistakes. Check that you are responsible and committed to the work done.



#### PREPARATION

Reflect on a failed professional goal. A failure can refer to not achieving a goal in its entirety, so you can also present goals that were not 100% achieved. Try to show other types of actions that you would do at this time in order to do things differently. Take the opportunity to add your new learning and experiences.



#### RECOMMENDATIONS

**Take responsibility for the situation you are presenting,** explain how you solved it and what lessons you have learned and are currently applying.

#### Similar questions:

- ✓ What did you learn from your errors?
- ✓ Is there a situation in your experience where you would act differently to get better results?

### 14. WHAT ARE YOUR WEAKNESSES?



#### PURPOSE

Check that you also know your weaknesses, and if you know how to minimise them, correct them or learn how to improve them.



#### PREPARATION

You should try to turn a negative aspect into a positive one or in any case that does not harm the performance of the job you choose. Be honest but argue your answer well and always show what you have done or are doing to minimise your weakness.



#### RECOMMENDATIONS

At the end of your answer, **there should be a positive attitude.** Remember to give an example that shows what you want to express with your answer and avoid the typical answers, which seem forced and may not really identify you (e.g. perfectionist, self-demanding).

#### Similar questions:

- ✓ What are your weak points?
- ✓ What negative aspects would you highlight about yourself?

**15. EXPLAIN ME A WORK SITUATION IN WHICH YOU HAVE SUCCESSFULLY SOLVED A PROBLEMATIC SITUATION.**



**PURPOSE**

Explore your skills from real experiences and how you apply them to certain situations.



**PREPARATION**

Reflect on the skills most in demand for that job, compare them to yours, and think about a difficult work situation where you have developed that skill and solved it successfully.



**RECOMMENDATIONS**

Do not leave anything to improvisation. **You must have prepared situations** for all those characteristics most valued by the workplace.

**Similar questions:**

- ✓ How did you solve a problem at work?
- ✓ What challenges have you overcome in your previous experiences?
- ✓ What did you do when you worked with someone you didn't like?

**16. WHAT OPINION DO OTHER PEOPLE HAVE OF YOU?**



**PURPOSE**

Get to know you from what others say about you. Compare the image you are giving of yourself during the interview with the concept that others have of you.



**PREPARATION**

Remember the positive comments and assessments from colleagues, co-workers or managers. These can be comments, acknowledgements or more general opinions of personal skills. Explain the reason for this positive assessment and relate it to the job you are choosing.



**RECOMMENDATIONS**

**Try to show yourself as naturally as possible.** Everyone at some point has received some recognition or positive feedback from a colleague, manager or boss.

**Similar questions:**

- ✓ Tell me about yourself.
- ✓ What kind of person do you consider yourself to be?

### 17. HOW DO YOU ACT IN CASES OF STRESS AND PRESSURE?



#### PURPOSE

Check what your tools are for dealing with work situations that generate stress and pressure.



#### PREPARATION

Such situations are common in many types of jobs. Think about examples that show how you can deal with these situations and the skills that help alleviate the negative effects of pressure or stress. For example: 'Prioritising my tasks allows me to effectively manage pressure at work.'



#### RECOMMENDATIONS

Always remember to **adapt your answers** to those requirements included in the job you are applying for.

#### Similar questions:

- ✓ What do you do in the case of unforeseen situations?
- ✓ What do you think about working under pressure?
- ✓ Explain me a work situation where you had to work under pressure. What happened and what did you do?

### 18. WHAT ARE YOUR HOBBIES?



#### PURPOSE

Learn more about you, your tastes, your culture, to see if you fit in with the company philosophy and workplace.



#### PREPARATION

Before going to the interview, think about what skill you would like to reinforce, so that your answer will be aimed at showing this. If you have found out about the company, you will be able to recognise its philosophy. Behind these kinds of questions, they want to find out if you have similar values to the company or if you can added value.



#### RECOMMENDATIONS

It is a good idea to talk about the **activities that support your professional interests and values**. Focus on the hobbies that best fit your business philosophy and the job you are applying for.

#### Similar questions:

- ✓ What do you like to do after work?
- ✓ What do you do when you are not at work?

## INTEREST IN THE VACANCY/COMPANY

### 19. WHY DO YOU WANT TO WORK IN OUR COMPANY?



#### PURPOSE

Make sure you are applying for the offer because you have a real interest in working in the company and the specific field or sector. Find out what information you have that has led you to decide to apply.



#### PREPARATION

Do some research on the market beforehand so that you know the area in which you could work and the company's position in this area. If you have attended a trade fair, conference or meeting where the company participated, now is the time to explain it.



#### RECOMMENDATIONS

It is not enough to just reply that you have visited the company's website. Take the opportunity to show all your **knowledge of the company** and explain **what interests you most and values** you have found out about it.

#### Similar questions:

- ✓ Do you know about our company?
- ✓ Do you have information about our field?

### 20. WHY DO YOU THINK WE SHOULD CONTRACT YOU?



#### PURPOSE

This is usually one of the last questions, to confront the opinion that the interviewer has made of you during the interview and to find out your ability to be able to show with a single answer that you are the right person for the job.



#### PREPARATION

Each time you apply for a job interview, you need to analyse what experience, knowledge and key skills are most appropriate for that particular job. This is the information you need to show in the case of these types of questions, clearly specifying it and adapting it to each offer. Compare the job description with your skills and knowledge.



#### RECOMMENDATIONS

It is not enough to say that you are capable of doing the job. You have to show it with **concrete evidence**.

#### Similar questions:

- ✓ What do you have that the other candidates don't have?
- ✓ If you were the interviewer, would you contract you?
- ✓ Why are you the best person for this job?

## 21. WHAT DO YOU VALUE THE MOST IN A JOB?



### PURPOSE

Find out what satisfies you the most and see how you achieve it.



### PREPARATION

Reflect on what really motivates you and find concrete examples. Think about the tasks you have to do every day, working with colleagues, your responsibilities, the specific purpose of your job,...



### RECOMMENDATIONS

Focus your answer on the **responsibilities and tasks carried out** and not so much on your own professional values (salary, proximity to home, appropriate schedule ...)

#### Similar questions:

- ✓ Why do you want to work?
- ✓ What motivates you at work?

## 22. DO YOU HAVE ANY QUESTIONS?



### PURPOSE

Find out, through your own questions, your interest in the offer and the organisation.



### PREPARATION

Prepare questions that show your interest in working in that specific company and in the specific job that is requested. Ask about the department in which you will work, about the possibility of internal training, professional progress within the company, about the projects that are starting and so on. And above all, ask how the selection process will continue.



### RECOMMENDATIONS

Don't forget to write down the **details of the person who interviewed you**. It will be useful for you for following up after each interview.

#### Similar questions:

- ✓ Is there any information that has not come up that you would like to know about?