



**WHEN YOU'RE READY FOR A NEW JOB**

---

**Interview Preparation**  
**PREPARING FOR SOME**  
**STANDARD INTERVIEW**  
**QUESTIONS**

---

**PROFESSIONAL  
PLACEMENT  
SPECIALISTS, INC.**



Your Regulatory, Clinical, and Quality Experts

Phone: (877) 667-9699

Website: [www.gotops.com](http://www.gotops.com)

We've already talked about how to prepare for your interview, but another aspect of the preparation is the questions you may be asked. It is very important to think about some of the questions an interviewer may ask you beforehand. That way you are not caught off-guard and can respond with clarity and confidence. How well you handle these questions will determine if you are extended an offer, and may affect the size of the offer.

The interviewer is trying to get a good feel for what you want to do in your career, and if your desires match up with what the job and company have to offer you. If they feel the position is in line with what you want to be doing, they will feel more comfortable moving to the next step with you.

**Remember** - Stay focused. Be specific and concise in your answers. Don't stray from the subject when answering a question. And if asked a question that requires a negative answer, be sure to follow it up with a more positive aspect. For example, if asked what de-motivates you, answer the question but immediately follow it up with what motivates you.

### **SOME STANDARD QUESTIONS THE INTERVIEWER MIGHT ASK**

**Where Do You Want to Be in 3 to 5 Years?** Knowing where you want to go will help you determine if this position will help you get there, and let the employer know your future interests.

**What Are Your Strengths and Weaknesses?** Stating your strengths shouldn't be too difficult since it's probably the thing you enjoy doing. But try to add more specifics to these accomplishments by stating dollars saved, percent of increase, or major goals achieved. Stating your weaknesses is a little more difficult, but we all have them. Simply state a weakness or failure and tell the interviewer what you learned from the experience.

### **Some Standard Interview Questions**

1. What do you know about our company?
2. What are your short-term and long-term career goals?
3. What are you looking for in your next job?
4. What things are important for job satisfaction?
5. What motivates you?
6. Why should we hire you?
7. Why are you looking for new opportunities?
8. What accomplishments are you most proud of in your current job?
9. What could you/your company do to be more efficient?
10. How do you determine priorities in scheduling your time? Give examples.
11. How would your co-workers describe you?
12. How would you describe yourself? How would you describe your character?
13. What do you like best/least about your current job?
14. What kinds of people do you like working with?
15. Give an example of a time you had to make an important decision, and how you made it.
16. Describe your biggest mistake. What was the result of your actions? What did you learn?
17. What aspects of your job do you consider most crucial?
18. Do you prefer a teamwork atmosphere or do you prefer to work on your own?
19. How do you prefer to be managed?
20. How many hours a week do you currently work?
21. Are you willing to travel?
22. Why have you changed jobs so frequently?
23. Why have you been out of work for so long?
24. If you could start all over again, would you choose the same career path? Why?

25. How would you handle a difficult co-worker?
26. How do you show initiative?
27. How do you spend your spare time?
28. Do you have any problems working for a man/woman/minority?
29. Have you ever resigned or been fired from a job? Why?
30. Have you ever been convicted of a felony?
31. Are you willing to take a drug test or have your background checked?

### **BE PREPARED TO ASK SOME QUESTIONS OF YOUR OWN**

This is your chance to get some answers to specific questions that will help you make an informed decision about this opportunity. **DO NOT ASK ABOUT THE SALARY AND BENEFITS!** If you raise this issue too soon, it will be clear to the employer that you are only interested in money, not the opportunity. There will be time for that later. You should have 10 to 20 questions prepared. Be sure these questions are not “me-centric” questions, but questions that will help you determine if this is a good fit for you. Such as:

#### **The Position**

1. Why has the job become available?
2. What qualities are you seeking in the person you would hire?
3. What are the duties, functions, and responsibilities of the actual position?
4. What are the priorities for the first 6 to 12 months?
5. What are the greatest challenges for this position?
6. How does this position fit into the “big picture” for the department and/or company?
7. What will I be doing on a day-to-day basis?

#### **Performance Standards**

1. What performance standards define success for this position?
2. What critical functions must be performed in order to meet or exceed expectations?
3. How will performance standards be communicated (daily, weekly, monthly, or annually)?
4. Can the performance standards be self-monitored?

#### **The Hiring Manager**

1. Tell me a little about your background.
2. What is it like to work for you?
3. What can I expect from you on a day-to-day basis in terms of guidance, support, and leadership?
4. What is the next step in the interview process?
5. When will you make your selection?

A little preparation before your interview can have a big impact on the outcome, and that’s where I can help. Make sure you know how to answer and ask questions with confidence, and drastically improve your chances of getting an offer. Good luck!

#### **Jeff King**

Recruiter/President, PPS