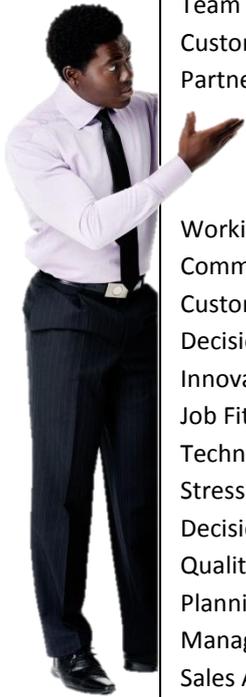


The Job Interview

Behavioral Questions Categories



Team Building
Customer Loyalty
Partnerships
Trust
Impact
Energy
Working Relationships
Communication
Customer Focus
Decision Making
Innovation
Job Fit
Technical Skills
Stress Tolerance
Decision Making
Quality Orientation
Planning and Organizing
Managing Conflict
Sales Ability

**Keep in mind that
you can customize
these answers to fit
your particular
circumstances and
the job you are
applying for**

"What is your greatest strength?"

It is important to discuss attributes that will qualify you for the job. The best way to respond is to describe the skills and experience that directly correlate with the job you are applying for.

- When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.
- I have exceeded my sales goals every quarter and I've earned a bonus each year since I started with my current employer.
- My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.
- I pride myself on my customer service skills and my ability to resolve what could be difficult situations.

"What is your greatest weakness?"

Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.

I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.

I used to wait until the last minute to set appointments for the coming week, but I realized that scheduling in advance makes much more sense.

Sometimes, I spend more time than necessary on a task, or take on tasks personally that could easily be delegated to someone else. Although I've never missed a deadline, it is still an effort for me to know when to move on to the next task, and to be confident when assigning others work.

I had difficulty with calculus during high school, but I persevered with tutoring assistance and extra effort and completed my matric with a B average.

I've learned to make my perfectionism work to my advantage at work. I am excellent at meeting deadlines, and with my attention to detail, I know my work is correct.

I used to like to work on one project to its completion before starting on another, but I've learned to work on many projects at the same time, and I think it allows me to be more creative and effective in each one.

"How do you handle pressure?" Examples of good responses include:

- Stress is very important to me. With stress, I do the best possible job. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive.
- I react to situations, rather than to stress. That way, the situation is handled and doesn't become stressful.
- I actually work better under pressure and I've found that I enjoy working in a challenging environment.
- From a personal perspective, I manage stress by visiting the gym every evening. It's a great stress reducer.
- Prioritizing my responsibilities so I have a clear idea of what needs to be done when, has helped me effectively manage pressure on the job.
- If the people I am managing are contributing to my stress level, I discuss options for better handling difficult situations with them.
- I find that when I'm under the pressure of a deadline, I can do some of my most creative work.
- I'm not a person who has a difficult time with stress. When I'm under pressure, I focus, and get the job done.
- I find it exhilarating to be in a dynamic environment where the pressure is on.
- I find a past pace to be invigorating, and thrive when the pressure is on.
- I've done some of my best work under tight deadlines, where the atmosphere was very stressful.
- I'm the kind of person who stays calm under pressure, and handles stress fairly easily.

It's a good idea to give examples of how you have handled stress to your interviewer. That way, they get a clear picture how well you can work in stressful situations.

"Describe a difficult work situation / project and how you overcame it."

These are behavioral interview questions designed to discover how you handled certain situations. The logic behind these types of questions is that how you behaved in the past is a predictor of what you will do in the future.

Give concrete examples of difficult situations that actually happened at work. Then discuss what you did to solve the problem. Keep your answers positive ("Even though it was difficult when Jane Doe quit without notice, we were able to rearrange the department workload to cover the position until a replacement was hired.") and be specific. Itemize what you did and how you did it.

The best way to prepare for questions where you will need to recall events and actions is to refresh your memory and consider some special situations you have dealt with or projects you have worked on. You can use them to help frame responses. Prepare stories that illustrate times when you have successfully solved a difficult situation.

"How do you evaluate success?"

I evaluate success in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the GGR company is recognized for not only rewarding success, but giving employees opportunity to grow as well. After work, I enjoy playing softball, so success on the field is catching the winning pop-up.

"Why do you want this job?"

- This is not only a fine opportunity, but this company is a place where my qualifications can make a difference. It contains the challenge to keep me on my toes.
- I want this job because it seems tailored to my competencies, which include sales and marketing. As I said earlier, in a previous position I created an annual growth rate of 22 percent in a flat industry. Additionally, the team I would work with looks terrific.
- I well understand that this is a company on the way up. Your Web site says the launch of several new products is imminent. I want be a part of this business as it grows.
- Having worked through a college business major building decks and porches for neighbors, this entry-level job for the area's most respected home builder has my name on it.
- As a dedicated technician, I like doing essential research. Being part of a breakthrough team is an experience I'd love to repeat.
- accomplishments make me feel like a billion bucks.

- This job is a good fit for what I've been interested in throughout my career. It offers a nice mix of short- and long-term activities. My short-term achievements keep me cranked up and the long-term.
- I want this job selling theater tickets because I'd be good at it. I'm good at speaking to people and handling cash. I would like a job with regular hours and I'm always on time.
- Although some companies are replacing South Africans with imported low-wage workers, you are standing tall. This company's successful strategies, good reputation and values make it heads and shoulders above its competition.
- I'd fit right in as a counter clerk in your fine drycleaners. I have observed that the counter clerk position requires competence at handling several activities in quick order -- customer service, payments, bagging and phones. I like multitasking and, as a homemaker, I have a lot of practice in keeping all the balls in the air.
- The work I find most stimulating allows me to use both my creative and research skills. The buzz on this company is that it rewards people who deliver solutions to substantial problems.

"Why should we hire you?"

- The best way to respond is to give concrete examples of why your skills and accomplishments make you the best candidate for the job. Take a few moments to compare the job description with your abilities, as well as mentioning what you have accomplished in your other positions. Be positive and reiterate your interest in the company and the position

"What changes will you bring to this position?"

- The interviewer wants to see how you think logically and provide insights to different situations.

"What are your goals for the future?"

- My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can.
- I see myself as a top performing employee in a well-established organization, like this one. I plan on enhancing my skills and continuing my involvement in (related) professional associations.
- Once I gain additional experience, I would like to move on from a technical position to management.
- In the XYZ Corporation, what is a typical career path for someone with my skills and experiences?

When you are applying for a part-time position a typical job interview question is:

"What are your salary expectations?"

Make sure you are realistic and honest about your salary expectations. Just because you earned X amount at your last job, doesn't mean that the part time position you are applying for will compensate at the same rate. Do your homework, take some time to research salaries, and find out what similar positions are paying in your area.

Remember, only once you have received an offer AFTER the Interview it is time for you to negotiate your salary. Salary negotiations does not happen during the interview, you do not know if you are the successful candidate at this point.

www.mywage.co.za for more information on Market related salaries

Good luck!