

Job Awareness Interview Questions And Answers Guide.



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Job Awareness Job Interview Preparation Guide.

Question # 1

Why you think that you would do well at this job?

Answer:-

Give several reasons and include skills, experience and interest.

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Question # 2

Tell us about your dream job?

Answer:-

Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

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Question # 3

What is your greatest strength?

Answer:-

Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude.

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Question # 4

Which irritates you about your co-workers?

Answer:-

This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.

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Question # 5

Tell us what has disappointed you about a job?

Answer:-

Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

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Question # 6

What problem you had with a supervisor?

Answer:-

Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well below the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

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Question # 7

What your previous supervisor say your strongest point is?

Answer:-

There are numerous good possibilities: Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem



solver.

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Question # 8

Which is more important to you: the money or the work?

Answer:-

Money is always important, but the work is the most important. There is no better answer.

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Question # 9

Which kind of person would you refuse to work with?

Answer:-

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

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Question # 10

Were you willing to work overtime? Nights? Weekends?

Answer:-

This is up to you. Be totally honest.

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Question # 11

Tell us how would you know you were successful on this job?

Answer:-

Several ways are good measures: You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful,

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Question # 12

Does your skills match this job or another job more closely?

Answer:-

Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.

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Question # 13

Tell us what is your ability to work under pressure?

Answer:-

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

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Question # 14

Which motivates you to do your best on the job?

Answer:-

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, and Recognition.

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Question # 15

What have you learned from mistakes on the job?

Answer:-

Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing coordination off.

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Question # 16

Tell us do you have any blind spots?

Answer:-

Trick question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of concern here. Let them do their own discovery on our bad points. Do not hand it to them.

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Question # 17



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Would you willing to put the interests of the organization ahead of your own?

Answer:-

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

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Question # 18

Are you be willing to relocate if required?

Answer:-

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Do not say yes just to get the job if the real answer is no. This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

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Question # 19

Discuss your management style?

Answer:-

Try to avoid labels. Some of the more common labels, like progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to. The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

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Question # 20

Tell us what are you looking for in a job?

Answer:-

Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

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Question # 21

Tell me about a time when you were given an assignment, but you were not clear of how to go about it. How did you tackle this situation?

Answer:-

Job seeker should know whom to deal with to get the relevant information, how to assess the details of the project and decide what he/she is supposed to do.

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Question # 22

How do you handle projects with short deadlines that require precise calculations and analysis? What is your approach?

Answer:-

Should follow systematic approach; has the ability to be accurate while keeping in mind the time constraints, use of appropriate software and technology.

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Question # 23

Did you ever have to complete a project with a fixed pressurized deadline, where the final proposal had to be 100?

Answer:-

Accuracy and perfection? If so, tell us about it.

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Question # 24

Is detail important to you? Do you think details should be left to your assistant?

Answer:-

Job seeker should show that they check their work to ensure that he/she delivers good quality product and that they take responsibility for his/her own work.

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Question # 25

Do you always double-check your work?

Answer:-

Job seeker should show that they are aware of the quality process and that they try to deliver a flawless project

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Question # 26

Give me an example of an assignment that you found difficult to finish? How did you go about it?

Answer:-

Answer should show the job seeker is quality conscious, understands the importance of time management techniques, understands how critical deadlines are, and



does not give up when obstacles occur.

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