Interview Questions

Interview questions can vary widely. Question types include closed questions, leading questions, open-ended questions, hypothetical questions, and behavioural questions. Different types of questions are asked for different purposes, such as to assess: qualifications, fit with company culture, interpersonal skills and style, potential, decision-making ability, or past experiences.

1. The first few questions in an interview are usually intended to gather general information about you and your work experience. Here are some sample questions. Prepare your responses and practise giving them with your partner.

<table>
<thead>
<tr>
<th>Question</th>
<th>Possible responses</th>
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<tr>
<td>1. Tell me about your work experience.</td>
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<td>2. What type of work did you do?</td>
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<td>3. Where did you work before this?</td>
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<td>4. What companies did you work for?</td>
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<td>5. What did you do in your last position?</td>
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2. A common opening question at an interview is *Tell me about yourself.* Prepare a response to that question using the guiding questions below. Write your response and present it orally to the class. Your classmates will give you feedback.

1. What is the purpose of this question?
2. What information should you include in your response?
3. How long do you think your response should be?
4. During the interview, how will you know when to finish your response?
Research indicates that the majority of Canadian employers consider a candidate's personal attributes as important as his/her work experience. For this reason, many interviewers ask questions intended to reveal a candidate’s personal qualities and abilities. These questions are usually open-ended and require answers supported by examples of behaviour or facts. Because these questions can be challenging, you should prepare your responses before the interview.

3

The interview questions below are grouped into categories relating to the five attributes that Canadian employers value most. Discuss possible answers and prepare your responses. Add your own question to each category.

Ability to communicate:
1. Tell me about yourself.
2. What was your last position/job, and what did you accomplish there?
3. Why would you like to work for this company?
4.

Responsibility:
1. When did you first start working?
2. What were your responsibilities at your last job?
3.

Initiative:
1. What have you done that shows initiative?
2.

Leadership:
1. What, in your opinion, are the qualities of a good manager?
2.

Motivation and ambition:
1. Where do you see yourself in the next five years?
2. What are your expectations related to this position?
3. How can I know you are a hard worker?
4.

4

Search the Internet for typical interview questions with sample responses. Make a list of questions and compare with the rest of the class. As a class, create a list of 20 questions most commonly asked during interviews. Prepare answers for these questions at home using the tips you have researched. In class, work in groups of four. With a partner, take turns asking and responding to the questions while the other two classmates listen to your responses and offer feedback.

Possible search terms: interview questions; common interview questions; interview questions + tips; interview questions + answers
Read the job postings below. Imagine you are preparing to interview candidates for these positions. Write 10 interview questions you think would be suitable for each job. Compare your questions with another group and discuss the differences.

**PART-TIME COOK**

**Qualifications**
- Preference will be given to individuals who are certified and hold a Red Seal Certificate.
- Experience in large quantity food preparation, preferably in healthcare or retirement care setting.
- Knowledge of special and therapeutic diets.
- Physically able to lift and transfer heavy, hot items and stand for majority of shift.
- Able to communicate in English required; proficiency in a second language is an asset.

**Key Responsibilities**
- Prepare and be responsible for the preparation of all foods for residents, guests and employees.
- Review menus and production sheets before preparing meals and prepare and serve them properly and attractively.
- Ensure use of proper food-handling techniques.
- Complete daily temperature audits for fridge, freezers and storerooms and record all food temperatures on daily audit form.
- Prepare and serve foods for therapeutic diets according to planned menus.
- Make menu substitutions as necessary and record these in designated place.
- Follow daily production charts, standardized recipes and daily composite menus, while working within a set budget.
- Comply with all provincial/municipal regulations and established dietary department policies and procedures.
- Participate actively in planning/preparing special occasion and theme meal days.
- Attend department and facility staff meetings, in-services and other necessary training sessions.

We are looking for energetic, well-rounded, creative people who have compassionate and caring personalities and, above all else, a passion for the healthcare industry!

**SOFTWARE TECHNICAL SUPPORT ANALYST (INTERNET APPLICATIONS/WEBSITES)**

**Education:** Completion of high school and college/vocational or technical training

**Specific Skills:** Communicate electronically and in person with computer users experiencing difficulties to determine and document problems experienced. Consult user guides, technical manuals and other documents to research and implement solutions. Provide advice and training to users in response to identified difficulties. Collect, organize and maintain a problems and solutions log for use by other technical support analysts. Participate in the redesign of applications and other software.

**Work Setting:** Consulting firm

**Computer and Technology Knowledge:** Windows, Intranet, Internet, Applications - desktop, file management software, multimedia software, word processing software, spreadsheet software, presentation software, office suites, electronic mailing software, communication software, image editing software, HTML editing software

**Work Conditions and Physical Capabilities:** Fast-paced environment, work under pressure, attention to detail
Prepare responses to the following interview questions. Provide specific examples to support your responses. With a partner, take turns asking questions and responding to them.

1. Tell me about yourself.
2. Describe your last job.
3. What is your greatest strength?
4. What do you think are the areas in which you need improvement?
5. Why do you want to work here?
6. Why do you think I should hire you?
7. Where do you see yourself five years from now?
8. Describe a conflict situation you have been in at work and how you dealt with it.
9. Are you good at decision-making? Can you prove it?
10. What did you like most about your last job?
11. Why did you choose this particular field of work?
12. Do you prefer working with others or by yourself? Why?
13. Give examples of times when you have shown initiative.
14. Describe a work situation in which you worked well in a team.
15. How good are you working under pressure? Meeting deadlines?
16. How do you feel about working overtime?
17. Are you a leader? Can you give examples?
18. What do you know about our company?
19. What are your salary expectations?
20. What would like to do in the next few years to develop yourself professionally?

Culture Note

During an interview you may be asked to provide references. Prepare a list of two or three individuals who can speak about you to potential employers. Include their names, positions and contact information. References may be former employers, teachers, or people you know socially or professionally. An employer may contact your references before offering you a position. When contacting references, employers may ask about your work habits and personality, but they may also want to confirm details of your work history.