



UNM

Office of Career Services

Interviewing Guide: Answering Common Interviewing Questions

Practicing prior to your interview is essential. Utilize these commonly asked questions as a tool for your interview preparation.

Common Interview Q & A

- 1. Question:** Tell me about yourself.
Do: Your personal commercial modified to the job description.
Do Not: Divulge where you were born, personal hobbies or other personal information.
- 2. Question:** What are your strengths?
Do: Include how your strengths meet the job requirements and how they will be an asset to the company.
Do Not: Include strengths not related to the job.
- 3. Question:** Tell me about a time you failed
Do: Use an example which is not too damaging. Always include the lesson learned from the mistake.
Do Not: Exclude the lesson learned. Do not place blame on why the failure occurred.
- 4. Question:** Tell me about a time you were successful.
Do: Use an example relating to the job for which you are applying.
Do Not: Take full credit if the success was a team effort.
- 5. Question:** How do you handle conflict?
Do: Use an example which is not too damaging. Include how the conflict was positively resolved.
Do Not: Provide specifics about how the conflict occurred and do not use a negative example or place blame on others.
- 6. Question:** Would you rather work individually or in a team?
Do: Talk about both but relate your answer to the job requirements.
Do Not: State you will not work one way or the other.
- 7. Question:** Why do you want this job?
Do: Convey career goals and how the job supports your current skills. Include company information learned through research
Do Not: State money or benefits in your response.
- 8. Question:** How do you deal with stress?
Do: Share positive stress reducers that work for you.
Do Not: State stress does not affect you or use negative examples.
- 9. Question:** What is your greatest weakness?
Do: Use a weakness which will not damage your chance of getting the job. Pick something genuine, talk about how you are working on/minimizing your weakness.
Do Not: State, "I don't have any."
- 10. Question:** Where do you want to be in five years?
Do: Share your career goals and how this position will help you grow professionally.
Do Not: say you want the interviewers job.
- 11. Question:** Tell me about a time you displayed leadership.
Do: Use a specific example and try to relate the example to the needed job skills.
Do Not: Appear arrogant.

