

## Responding to Common Job Interview Questions



*Talking too much is the most common interview mistake that job candidates make.* Nervous job candidates often try to cover up their anxiety with excessive talking. Instead of helping, “over talking” can eliminate a job seeker from consideration. If you want to move forward in the interview process, you need to spend time preparing. That includes **reviewing** common questions, **preparing** short specific responses that address the employer’s concerns, and **staying focused** on who you are and what you bring to the organization. While there is no way to predict what questions will be asked, here are five very common questions. Reflect on each one and write a short response. Then practice your responses. Remember, the better prepared you are the more confident you will be.

Job Interview Question	Employer’s Concern- Hidden Question	Your Response
1. Tell me about yourself.	What are you all about? How can you help our company?	
2. How long have you been looking for a job?	Is there something wrong with you that other employers have picked up?	
3. How did you prepare for this interview?	Are you interested enough in this job to do some research, or are you just winging it?	
4. What is your salary expectation for this job?	Can we afford you? Can we get you below budget?	
5. How do you keep current and informed about your job and the industries that you have worked in?	Once you get the job, will you continue to learn and grow - stay challenged and motivated?	