

Interview Preparation – 17 Common Questions

Question	Tip
1. Tell me about yourself.	Keep your answers brief. Cover your education and work experience. Emphasize your skills and qualities, which relate to the job for which you have applied.
2. Have you had other work experience?	The interviewer wants to know about your work related skills. Include experience such as part-time and volunteer work, previous experiences at cooperative education placements.
3. What did you like the most or the least about your previous work experiences?	Be positive. Emphasize the features that relate to the job for which you are being interviewed.
4. What did you think of your boss?	Never criticize a previous employer or supervisor. (If you would talk about him/her, why wouldn't you talk about your new employer as well?) Be positive. Perhaps refer to a skill, which you learned in that position which you can now transfer to this position.
5. If I asked your references about you, what would they say?	The interviewer is trying to determine how well you can evaluate your own strengths and weaknesses.
6. What are your greatest strengths?	Be specific. This is a great opportunity to speak about your skills and achievements, which will be beneficial in this new position.
7. What are your greatest weaknesses?	Suggest something that you do that could be considered positive by your interviewer (i.e. I work too hard and need to pace myself better.).
8. How do you spend your leisure time?	This question will enable you to indicate how industrious you are. This will also allow you to discuss other activities, which are important to you.
9. What school subjects do you like most? Least?	Your answer helps the interviewer assess your interests and match those to the requirements of the position. Make sure your answers fit the duties and needs of the position.
10. What abilities and skills do you have that relate directly to the position you are applying for?	Be positive about yourself. This is a perfect opportunity to describe your skills and qualifications.
11. What are the qualities of a good employee in this organization?	The qualities you list will indicate what kind of worker you will be. Cooperation, teamwork, and strong communication skills, both written and verbal are qualities, which are valued.

12. What are your long-term goals?	The interviewer wants to assess your ability to organize yourself and set goals, and to know what your goals are.
13. Why are you applying for this position?	This is an opportunity to demonstrate that you are enthusiastic and interested in the experience this placement provides.
14. Why should I hire you?	Promote yourself as enthusiastically as possible in relation to the needs of the position.
15. Do you work better alone or in a group?	Be honest. Note that teamwork skills are very important in today's world, but there are many jobs that do not require working in a group. Regardless, you must be able to contribute to the goals and directions of the group as a whole. State this understanding even if you prefer to work alone on specific tasks.
16. Is there anything you would like to tell me about yourself?	The interviewer is giving you a chance to convince him/her to hire you.
17. Do you have any questions you would like to ask?	Before going to the interview it is a good idea to think of one or two questions that you might ask to show you are interested in the position. It is fine to say that all your questions have been answered, thank you.

The purpose of this assignment is for you to practice answers to the above common questions that you could expect when you go for your co-op interview. By writing out the answers before the interview - you are preparing yourself to give the same response if asked by the employer.

When answering any questions:

- Be positive and enthusiastic. Attitude is very important!
- Always relate your answer to the position for which you are applying;
- Be brief. A short and to the point answer is far better than a long answer which says little.
- Keep the interest of the interviewer;
- Think about meeting their needs, not your own.