

## Responding to tough questions:

- 1) What are the reasons for your success in this profession?

Keep your answers brief here and you can respond with:

I attribute my success to three things:

- a) I always received support from co-workers and this encourages me to be cooperative and see my job in terms of what we as a department are trying to accomplish
- b) I take pride in my work and the contribution I make to my organization
- c) I realize every job has its problems—and I am challenged to find creative solutions to problems.

To respond to this question: focus on solution, problems and contributions

- 2) Why do you want to work here?

Mention that you are seeking to work for a company that can provide you with a stable and happy work environment, that this company has a great reputation and that this environment will encourage your best work.

- 3) Have you done the best work you are capable of doing?

You respond with something like “I’m proud of my professional achievements to date, especially (give an example) But—I believe the best is yet to come. I am always motivated to give my best efforts and in this job there are always opportunities to contribute when you take advantage of what is possible”

- 4) What would you like to be doing five years from now?

The interviewer wants to know how you think of your career—is it just a series of jobs or do you want to climb the hierarchy in the organization?

So—you can respond with something like: From my research and what you’ve told me about the company, it seems like organizational development is where the heavy emphasis is now. I am open to the opportunity to develop and make meaningful contributions”

- 5) What are your biggest accomplishments?

For this answer keep your response job related. So—respond with something like:

“Although I feel my biggest achievements are still ahead of me, I am proud of my involvement with ..... I made my contribution as part of that team and learned a lot in the process. We did it with hard work, concentration and an eye for the bottom line”

6) Can you work under pressure?

Here – you can respond with something like:

“Yes—I find it stimulating however I believe in planning and proper management of my time to reduce panic deadlines within my area of responsibility?”

7) What are your outstanding qualities?

Here—you pick 2-3 of your great qualities and offer an example of each.

8) Why should I hire you?

Be short here and to the point. Try to recap the interviewer’s description of the job and how it’s a great fit with your skills. Finish your answer with:

“I have the qualifications you need (mention them briefly) and I am a team player, I take directions well and I have the desire to make a meaningful contribution to the organization”