

## TOP TEN INTERVIEWING QUESTIONS

1. Tell me about yourself. *Don't tell them about you! Tell the interviewer how you perfectly fit their needs.*
2. Walk me through your resume? *You don't have time! Hit the highlights and focus on what the job requires.*
3. What are your strengths? *What are your strengths that the employer cares about? Only hit the strengths that relate to the job.*
4. What are your weaknesses? *You don't have any. You're not perfect but you can do the job and then talk about your accomplishments. If they push either go to a negative spun as a positive – workaholic – and hope the employer agrees. Or talk about a challenge that everyone knows about – keeping up with the time differences when doing business internationally – and show how you dealt with it.*
5. Why do you want to work here? *The money is a bad answer (even if it's true). Because I have all the skills you need is a good response.*

6. What's your current salary? *What's the employer's range? Try not to give your salary before you know what they are offering as this helps with negotiation of your offer.*
7. Where do you see yourself in five years time? *Be like Goldilocks – just right – working on challenging projects and adding value either in a new position with more responsibility or in the same one.*
8. Tell me about a time when you were successful. *Pick something that the employer is interested in and needs. Tell a story –what you inherited. What you did. And what the results were.*
9. What kind of things do you like to do on your off time? No politics, religion, or off-color activities.
10. What questions do you have for me? *Explain why you are so perfect for the job through questions. Don't ask about benefits etc now.*