

Typical interview questions

1. Could you tell briefly about yourself.
2. What are your professional competencies?
3. What are your personal strengths?
4. What are your weaknesses?
5. What is important to you in your work?
6. What motivates you in your work?
7. Tell me about your achievements in your previous job.
8. Describe a challenging situation that you have faced at work.
9. Have you failed at work?
10. Why did you leave your previous employer?
11. Why do you apply for this job?
12. What is your career goal?
13. What else do you do besides work?
14. What is your salary request?
15. Can you name three persons who could provide additional information about you?
16. Why should we select you?
17. Would you like to ask or add something?

Additional interview questions – for a more advanced interview!

Qualifications

1. What results did you achieve in your previous position? Please give an example.
2. How would you add value to this company?
3. What kind of management experience do you have?
4. What would you do during your first six months in this position?
5. In what ways has your work performance been measured?
6. What IT software have you used?
7. What language skills do you have? (Be prepared to in speak the languages you mention!)
8. What do you consider to be the major challenge in this position?
9. How would you describe you project management skills and experience?
10. Have you worked in international teams?

Motivation

11. What do you know about our company/products?
12. What motivates you in your work?
14. What did you like the most about your previous job?
15. What did you like the least about your previous job?
15. What do you miss from your previous job?
16. What type of things do you wish to come true in your next job?
18. What other types of positions are you currently looking for?

Suitability, personality

20. How do you think your previous manager would describe you if I were to ask him/her?
21. How would your colleagues describe you?
22. What kind of a decision maker are you?
23. How do you handle pressure?

Vision and goals

24. What kind of a position would you like to hold three/five/seven years from now?
25. What are your long-term objectives in working life? What is required from you to achieve them?
26. In what ways do you want to develop your professional competence?

Salary and benefits

27. What is your salary request?
28. What is/was your salary in your current/previous role?
29. What employee benefits do you find important?

What could you ask during an interview?

About the company

- How is staff development taken care of?
- What are the current issues the company is addressing right now?
- What are the key areas and what is the most urgent matter being dealt with?
- The goals of the firm/expectations of me?
- What are the short and long term plans for the company?
- Are there any new products, market areas or services that are being planned that I should be aware of?

About my task

- My job description: objectives, task development
- How is my success measured and by whom?
- What kind of qualities, skills and knowledge are necessary to succeed?
- What are the biggest challenges in this job?
- Would I work alone or would I be part of a team?
- What kind of working groups will I be a member of?