1. **Tell me about yourself.**
   This is your “commercial.” You have 30-60 seconds to introduce yourself emphasizing key facts about your background and professional characteristics that relate to the job.

2. **What are your strengths?**
   State three or four strengths related to the company’s needs.

3. **What are your limitations?**
   **Present a weakness that is a hidden strength:**
   Sometimes others find me overly organized and ask me to go with the flow.
   (Obviously, most employers would rather have an employee that is organized and doesn’t depend on serendipity to get the job done.)

   **Mention a corrected weakness:**
   I realized in my last position that CAD would be a skill I would need to stay on the cutting edge. I enrolled in a certificate program at the local community college.

   **Describe a lesson learned:**
   When I worked as a trainer in my last job, I had a hard time with one group because they felt the time constraints and expectations were not in sync. I realized I should have touched base with the previous trainer and paced the seminar accordingly. After meeting with her, I was really prepared for the next session and it was much more successful.

4. **What are your long-range goals?**
   Relate your answer to the company you are interviewing with rather than giving a very broad, general answer. Keep your ambitions realistic.

5. **Are you a leader or a follower?**
   When “yes” give examples. Be honest. If “no,” state you are a self-starter and a productive contributor to profits, quality, etc.

6. **What do you think of your previous boss?**
   Be as positive as you can and avoid getting in too deep. This is a loaded question, because most bosses shy away from contentious or difficult subordinates.

7. **What sort of outside reading do you do?**
   Be honest. If possible mention literature that keeps you up to date on current trends in your field. However, it is okay to show balanced interests by talking about recreational reading as well.

8. **In your last position, what were the things you liked most? Liked least?**
   Be careful on this one. Emphasize the positives and don’t carry on at length about negatives.

9. **How do you handle pressure or deadlines?**
   An effective response would be to give specific examples on how you handled stressful issues or deadlines.

10. **Why do you want to work for us?**
    Explain your admiration for the company (if this is true). Talk about your study of the company and what positive aspects you have discovered. Also, state how you can contribute to the company’s success.