

Employees who regularly conduct interviews comment unfavourably on the general weakness of candidates to express themselves. When given the opportunity, by being asked an open question, graduates and students do not respond with clear, well thought out answers.

Most open questions will fall into one of these categories; Education - Work Experience - Career Goals - Personal Strengths and Weaknesses - Personal interests. You may wish to practice answering the following frequently asked questions and if you find you have difficulty you can work on your response.

1. What are some of the ways in which you can see your career developing?
2. How adaptable are you to changes in working speed? Give some examples.
3. How important is it for you to have feedback about your success, and what type of feedback do you prefer?
4. How do you react to tension and stress?
5. How does change affect you?
6. Many people want their work to be "challenging". Can you define what "challenging" means to you? It's different for everybody.
7. What do you hope to achieve during your first year at work?
8. What kind of boss are you looking for, and why?
9. Would you say you were more logical than intuitive, or vice versa? How do you know?
10. What other talents and interests do you have that have not been involved with your studies? Are there any ways you might be able to put these to good use in the future?
11. What plans do you have for further education during your career?
12. What has been the outstanding even for you during your college years?
13. How do you imagine that your kind of work will change in the next decade?
14. What is, or was, the single most important happening in your life so far - and why?
15. How many times do you expect to change jobs during your career?
16. Given complete freedom, what would you really like to do?
17. We all have our ups and downs. What was the worst thing that happened to you during your college/university years? (Or, in your career to date?)
18. There are often occasions with this company when one must work under pressure. Can you describe any situation you have faced which proves that you can handle yourself under pressure?
19. Would you describe to me a project you undertook during your education, and tell me what you learned from it about your own performance?
20. What do you consider to be your potential?
21. Everyone is different. What are the most important criteria that you are looking for in your first job, other than money? (Or, in your next job?)
22. What sort of supervisor do you think you will be when you are given greater responsibility?
23. No one ever finds the perfect job. It doesn't exist. On what points would you be willing to compromise?

24. What aspects of status and prestige are of importance to you, and what are you prepared to sacrifice to get them?
25. Describe to me an occasion when you had a decision to make, and having made it, found out later that it was a bad decision. What did you learn from the experience?
26. What is a "self-starter"? How do you rate yourself in this respect?
27. How much creativity do you feel you have? What type? How do you think you will be able to use it in your career?
28. What is your concept of "career"?
29. Let's pretend that in one of your earliest supervisory assignments, when your bosses are out of town, you suddenly encounter complete rebellion among your staff who refuse to carry out your orders because they feel you're too young and inexperienced to know what you're doing. How would you cope?
30. You're going to meet a lot of competition through life. What sort of competition do you like? Give me some examples.
31. What do you do with your spare time?
32. What are your long-term plans for your career?
33. Are you happiest working alone or in a team? Explain.
34. Tell me something about yourself that is not mentioned in your resume.
35. What sort of person do you know yourself to be?
36. What makes you think you'll be successful in this type of work?
37. How would you react to having to obey instructions to the letter?
38. Tell me something about the people you have worked for - how they treated you and trained you.
39. What aspect of your college or university years has been most difficult, and why? What did you do to overcome the problem?
40. What is your chief weakness? What are you doing about it?
41. What's your best point? How are you planning to improve it?
42. Would you describe to me a success you have experienced some time - anytime - at home or in school, or at work, and how you felt about it?
43. Do you think that your college grades reflect your abilities?
44. What aspects of your last job did you least enjoy? Why?
45. If you were suddenly awarded a full year for further education, all expenses paid, what would you study, and where?
46. Just what does success mean to you? How would you judge it?
47. What do you think of yourself?
48. What are your ambitions?
49. What aspects of work would make you bored, and why?
50. What motivates you?
51. What have been some of the major news items this past week?
52. If you found that you couldn't choose between two different job offers because the combined pro's and con's seemed to be in perfect balance, how would you decided which

- one to accept?
53. Why do you think you might like to work for our company?
  54. Why did you choose your particular field of work?
  55. What percentage of your college expenses did you earn? How?
  56. How did you spend your vacations while in school?
  57. What do you know about our company?
  58. What qualifications do you have that make you feel that you will be successful in your field?
  59. What are your ideas on salary?
  60. Do you prefer any specific geographic locations? Why?
  61. What do you think determines a person's progress in a good company?
  62. What personal characteristics are necessary for success in your chosen field?
  63. What have you learned from some of the jobs you have held?
  64. What interests you about our product or service?
  65. How did you happen to go to college?
  66. What do you know about opportunities in the field in which you are trained?
  67. Do you like routine work?
  68. Do you like regular hours?
  69. Define cooperation.
  70. What do you do to keep in good physical condition?
  71. What types of books have you read?
  72. Do you enjoy sports as a participant? As an observer?
  73. What jobs have you enjoyed most? The least? Why?
  74. What are your own special abilities?
  75. Do you like to travel?
  76. How about overtime work?
  77. What are the disadvantages of your chosen field?
  78. Are you interested in research?
  79. What have you done which shows initiative and willingness to work?
  80. Tell me about yourself.