

Common Interview Questions and Answers

The following are common interview questions and answers to assist with preparing for job interviews.

<u>Interview Questions</u>	<u>Example of Best Answers</u> <i>(Reponses Based Upon an Administrative Assistance position)</i>
<p style="text-align: center;">What is your greatest strength?</p> <p style="text-align: center;"><i>(Provide attributes related to the position you are interviewing for.)</i></p>	<p>“I have excellent customer services skills, and the ability to communicate with people from different backgrounds.”</p>
<p style="text-align: center;">What is your greatest weakness?</p> <p style="text-align: center;"><i>(Mention the skills you have improved.)</i></p>	<p>“Organization has not always been my strongest skill set; however, I have implemented a time management system that really helps my organization skills.”</p>
<p style="text-align: center;">Why should I hire you?</p>	<p>“You should hire me because I am dependable, optimistic, and patient. I also have the ability to work independently or with a team.”</p>
<p style="text-align: center;">Why did you leave your last job?</p>	<p>“I left my last job because I enrolled in classes at Central Carolina Community College in order to earn an Associates degree in Office Administration.”</p>
<p style="text-align: center;">Why do you want this position?</p>	<p>“I want this job because I truly enjoy handling office operations. If hired, I would implement my passion to ensure that each task gets done in a timely fashion.”</p>
<p style="text-align: center;">Describe a difficult work situation? How did you overcome it?</p>	<p>“On my old job as a Cashier at the Home Depot, I was approached by a customer who was very unhappy about the product he had purchased. In order to assist, I allowed the customer to express his concerns. I then contacted my manager to see what discounts could be offered or if he could exchange for another product.”</p>