

## APPENDIX E

### SAMPLE INTERVIEW QUESTIONS

As competitors prepare for the Job Search competition, they should practice how to respond to interview questions to ensure they are comfortable and confident. It is also important that competitors carefully listen to the question being asked to ensure the response they provide matches what the interviewer is asking.

Below are some commonly used questions individuals may be asked during an interview for an entry level position. Remember, these questions are intended as a preparation/ support tool and are not the actual questions that will be asked on the day of the competition.



**Helpful  
Tip**

*When responding to any question, it is important for you to consider the skills required for the job and the types of tasks described in the job description so that you make good connections between yourself and the job when giving your response (see examples below table).*

- What are your strengths and your weaknesses?
- Why are you interested in this position and working for our company?
- Tell us about an accomplishment you are most proud of and why.
- Tell us about a time you made a mistake and how you managed the mistake.
- Describe how you have handled a difficult situation.
- Why should we hire you?
- Describe a time when you went above and beyond the requirements for a project.
- Tell us about skills you possess that make you the best candidate for this job.
- How would your teachers describe you and your work ethic?
- How do you manage deadlines?

#### **Example of weak and strong responses:**

How would your teacher describe you and your work ethic?

Weak Response (this response vaguely addresses what you think your teacher would say, lacking in evidence and makes no connection to the job you have applied for)

**"I think my teacher would say I try to get most of my homework in on time. I also do a pretty good job on my work and my grades have improved."**

Strong Response (this response summarizes what your teacher may say about you, contains a good example of skill (s) and references the position requirements) Longer responses may not mean your response is better or what the interviewer is looking for - it is all about what you are saying and how you are supporting your answer with details!

“My teacher would say that my work ethic has improved since the beginning of the school year. When I first started Grade 10, I wasn’t sure about assignment expectations and because I made a point of meeting with my teacher during that first month to ask questions, my grades have improved and I have a much better understanding of my school work and assignments. This helped boost my confidence and it shows in the work I do. Most of my assignments are handed in on time and when I know I need a deadline extension, I email or speak to my teacher in person to talk about it. What I have learned is that good communication is important and it has really benefited me at school.

In your job ad this was mentioned as being very important for the role of Administrative Assistant. I know that I have grown in this area and am positive I can continue to grow by asking questions about job tasks so that I meet your expectations if you were to hire me.”