



CARLTON STAFFING

INTERVIEW PREPARATION

Advanced preparation will allow you to enter the interview relaxed and confident. This will enable you to effectively convey your experience and tie it in to why you are the best candidate for the position.

During the interview you may be asked difficult questions. These questions are designed to see how you will react under pressure and in unfamiliar territory. There are not necessarily right or wrong answers to these questions. By being familiar with the types of questions you may be asked, you will give yourself the opportunity to answer these questions comfortably and confidently. Included below is a list of potential questions:

- Tell me about yourself.
- Why did you leave/are you leaving your last job?
- What are your short term goals? Long term goals?
- What are your weaknesses?
- What are your strengths?
- Tell me about the worst boss you've ever had.
- How would others describe you?
- What can you offer me that another person can't?
- What do you look for in a job?
- Why did you select my organization to interview?
- What can you do for us that someone else cannot do?
- How do you work under pressure, deadlines, etc.?
- What is your philosophy of management?
- How are you best managed?
- How has your management style changed in the last ten years?
- What kind of salary are you worth and why?
- What are your five biggest accomplishments in your present or last job? Your career?
- What mistakes have you made in your career? How did you fix them?
- What qualifications do you have that make you think you will be successful in this business?
- In what ways do you think you can make a contribution to our firm?
- How long would it take you to make a contribution to our firm?
- If you could start again, what would you do differently?
- What new goals or objectives have you established recently? Why?
- What was the most difficult ethical decision you have had to make? What was the result?

Review the questions and your responses. While some of the questions seem difficult, the key to answering effectively is to **be direct, truthful, positive** and **to the point**. Best of luck on your interview!