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# MOST COMMON INTERVIEW QUESTIONS & ANSWERS

English in interviewing workshop - J&K English

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# A. COMMON INTERVIEW QUESTIONS



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# [1] - TELL ME ABOUT YOURSELF

## Do:

- Focus on sharing your professional story only
- Keep your answer under 2 minutes in length
- Walk them through how you got started in your career, key moves you've made, and then bring them up to speed on your current situation

## Don't:

- Share personal details
- Talk for more than 2 minutes



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## [1] - TELL ME ABOUT YOURSELF

### Example Answer:

My name is ... I started my career in ... (major) after graduating with a ... (degree) in ... (graduated year).

I worked as a/an ... for ... years at ... (last company), receiving ... (good performance). I'm looking to join a/an ... (type of company) now.

That's all about me, thank you sir/madam



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## [2] - WHAT DO YOU KNOW ABOUT OUR COMPANY?

**Do:**

- Research the company before the interview (website, LinkedIn, Google)
- In your answer, explain what caught your interest or excited you about their firm and show that you're interested in their particular company, and why. The interviewer wants to know why you want their specific job even if they don't ask directly.



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## [2] - WHAT DO YOU KNOW ABOUT OUR COMPANY?

### Don't:

- Say you don't know anything
- Say facts that are incorrect or you aren't sure about
- Do the bare minimum of research and only cite a couple of basic facts from the company's website



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## [2] - WHAT DO YOU KNOW ABOUT OUR COMPANY?

### Example Answer:

I know you are via ... (Facebook/Friend/Linked,...). You are working in ... (field) industry.

From what I read, your company is really good at ... (good point of the company)

One of my hopes is to find a/an ... organization (what you want) that could take full advantage of my past experience in ... (your best experience), so I was excited to have this interview and learn more about the specific work and challenges for this role



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## [3] - HOW DID YOU HEAR ABOUT THE POSITION?

### Do:

- Be clear, direct
- Tell the truth by a smart way.
- Explain why the job interested you, if possible

### Don't:

- Say you don't remember or don't know
- Sound unsure of yourself



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## [3] - HOW DID YOU HEAR ABOUT THE POSITION?

### Example Answer:

- I found the position while looking for jobs online
- I heard about it from a colleague/friend
- I was excited to apply because ...



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## [4] - WHY DO YOU WANT TO WORK HERE?

### Do:

- Mention specific, work-related reasons why their job and company interest you
- Talk about your own career path and goals, and how this job and company fits your future aspirations
- Sound excited about the opportunity to work for them
- Show you've done your research



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## [4] - WHY DO YOU WANT TO WORK HERE?

### Don't:

- Say, “I have bills to pay and need money”
- Say, “I just need a job”.
- Share any personal details like, “I live 5 minutes away so it would be a very short commute”



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## [4] - WHY DO YOU WANT TO WORK HERE?

### Example Answer:

I've been actively searching for jobs with my ... (major) degree. I'm interested in ... (field) and I saw your company.

I thought the job description matched up well with my background, and saw some of my personal strengths mentioned, like ... and ... (your suitable skills), so I'd love to have a chance to work here



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## [5] - WHY SHOULD WE HIRE YOU?

### Do:

- Be confident in your skills and abilities
- Talk about specific things you can help them achieve if they hire you
- Do your research before the interview and understand their needs, so you can “tailor” your answers and target the specific things they’ll need if they hire you in this role



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## [5] - WHY SHOULD WE HIRE YOU?

### Don't:

- Say “I don’t know”
- Say “You should hire whoever you want”
- Give a generic answer that’d fit any company. Otherwise your answer will not impress them.



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## [5] - WHY SHOULD WE HIRE YOU?

### Example Answer:

I read on the job description that you're looking for someone with experience in ... (major)

I've done that for ... years and can immediately help you accomplish ... (job detail)



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## [6] - WHAT IS YOUR GREATEST STRENGTH?

### Do:

- Think about what strengths of yours will help you most in this job you've applied for.
- Point out exactly how this will help you succeed in their job. Keep your answer brief, and focus.
- Give Specific PROOF



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## [6] - WHAT IS YOUR GREATEST STRENGTH?

### Don't:

- Don't tell them "I'm not sure" or "I don't know".
- Don't name too many strengths.
- Don't sound too humble/shy.



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## [6] - WHAT IS YOUR GREATEST STRENGTH?

### Example Answer:

My greatest strength is ... (skills) ... (explain in detail).

I saw on your job description that this role involves a lot of ... (skills), which is one reason I applied.

In my last job, ... (explain proof). Having ... (skills) allowed me to ... (good performance - explain in detail).



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## [7] - WHAT IS YOUR GREATEST WEAKNESS?

### Do:

- Name a real weakness
- Pick something skill-based, not personality-based.
- Mention what you've done to overcome this weakness and improve recently

### Don't:

- Don't tell them you have no weaknesses
- Don't name a weakness that will severely impact your ability to succeed in their job



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## [7] - WHAT IS YOUR GREATEST WEAKNESS?

### Example Answer:

I'm not particularly strong in ... (skills)

But I've realized it's also helpful to ... (benefit of that skills) because ... (explain) So I've started spending a couple of hours per week of my own time to ... (to improve that skills), which has helped me a lot.



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## [8] - WHERE DO YOU SEE YOURSELF IN ... YEARS?

### Do:

- Show you've thought about this topic and question
- Sound ambitious and motivated. But be realistic.
- Make sure your answer is related to this job. They won't hire you for a job that has nothing to do with your 5-year goal

### Don't:

- Say you're not sure, or say you'd be happy staying in the same role for five years (most companies do not want to hear this)



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## [8] - WHERE DO YOU SEE YOURSELF IN ... YEARS?

### Example Answer:

I'm glad you asked. In ... years I see myself taking on more responsibilities, either through management or higher-level individual contributions.

I'm not sure which path will make sense to pursue, but I know my goal right now is to build a strong foundation and gain valuable experience so that I'll have a successful future in this industry.



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## [9] - WHY DID YOU LEAVE YOUR LAST JOB?

### Do:

- Be clear and direct and address the question head-on
- If you were fired, own up to it and share what you've done to make sure this never happens again
- If you chose to resign, focus on the positive things you hoped to gain by moving to the next opportunity



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## [9] - WHY DID YOU LEAVE YOUR LAST JOB?

### Don't:

- Don't badmouth or complain
- Never say you resigned because of a disagreement or argument with a coworker
- Don't make it sound like money is your main priority
- Don't try to hide facts or avoid the question; this will just lead to more questions and suspicion from the interviewer



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## [9] - WHY DID YOU LEAVE YOUR LAST JOB?

### Example Answer:

I was hired for a ... (job title) role, but over time that changed and I was no longer being given the opportunity to do the work I was interested in.

I left to pursue an opportunity that I felt was more aligned with what I've chosen to focus on in my career.



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## [10] - WHAT ARE YOUR SALARY REQUIREMENTS?

### Do:

- Tell them that you're focused on finding the best-fitting role, and that you don't have a specific target salary in mind yet
- Only provide a broad range (for example, a range of ...VND – ...VND).

### Don't:

- Tell them a specific salary you're targeting
- Tell them a narrow range you're targeting



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## [10] - WHAT ARE YOUR SALARY REQUIREMENTS?

### Example Answer:

Right now I'm focused on finding a job that's the right fit for my career and allow me to continue learning and becoming more skilled.

I did some baseline research into salaries for this type of role here in ... (your city) and found that the average seems to be in the ...VND to ...VND range, so if your job is within that range, I think it makes sense to keep talking



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## [11] - DO YOU HAVE ANY QUESTIONS FOR ME?

### Do:

- You can ask about the work, the training, the challenges you'd face, the overall direction of the company.

### Don't:

- Don't ask about salary, benefits, time off, or anything that isn't related to the work. Wait for them to bring it up, or until you know they want to offer you the position.



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## [11] - DO YOU HAVE ANY QUESTIONS FOR ME?

### Example Answer:

Yes, I have a couple of questions actually.

The first thing I wanted to ask: Is this a newly-created position, or did somebody hold this role in the past? And if so, what did that person go on to do after this position?



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## B. CASE INTERVIEW QUESTIONS



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# [1] - TELL US ABOUT A CHALLENGE YOU'VE FACED AND HOW YOU HANDLED IT

## Do:

- Explain the situation, the task you needed to accomplish, and what method you chose (and why)
- Share the outcome. What was the result?
- Share what you learned from the experience. Did you take away knowledge that has helped you in your career?



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# [1] - TELL US ABOUT A CHALLENGE YOU'VE FACED AND HOW YOU HANDLED IT

## Don't:

- Share any story that involves personal conflicts, arguments, or disagreements at work
- Talk about a challenge that you didn't overcome, or didn't find a solution for



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# [1] - TELL US ABOUT A CHALLENGE YOU'VE FACED AND HOW YOU HANDLED IT

## Example Answer:

Let's break down that framework. STAR is stands for:

- **Situation:** Set the scene and give the necessary details of your example.
- **Task:** Describe what your responsibility was in that situation.
- **Action:** Explain exactly what steps you took to address it.
- **Result:** Share what outcomes your actions achieved.



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## [2] - WHAT IS YOUR GREATEST ACHIEVEMENT?

### Do:

- Choosing a professional achievement
- If the biggest win that comes to mind is personal, that's fine too.
- If you can show determination and resiliency, that's going to impress most employers.

### Don't:

- Don't be timid and too humble



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## [2] - WHAT IS YOUR GREATEST ACHIEVEMENT?

### Example Answer:

Let's break down that framework

- What happened?
- How did you overcome a challenge, went through a transformation, or overcame doubt or fear to accomplish something that you're proud of?
- How did you feel and what could you learn from it?



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## [3] - TELL ME ABOUT A TIME YOU FAILED

**Do:**

- Admit to a real failure
- Describe the situation and what went wrong
- Show that you take responsibility, and show you learned from it
- Ideally, talk about how you used that lesson to get a different outcome next time you were presented with a similar challenge (e.g. how you turned a past failure into a future success)



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## [3] - TELL ME ABOUT A TIME YOU FAILED

### Don't:

- Say you never fail
- Talk about a failure but then blame others and talk about how it wasn't really your fault
- Give a long-winded answer that goes off-track. You really need to be concise and show you can tell a clear story. That's one more thing employers look for when they ask this interview question.



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## [3] - TELL ME ABOUT A TIME YOU FAILED

### Example Answer:

Let's break down that framework

- What was that situation and what went wrong?
- What did you do to solve it?
- What was the result? What could you learn from it?
- How you turned a past failure into a future success?



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## C. REFERENCE



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## SKILLS

- Communication
- Interpersonal
- Computer skills
- Leadership
- Management
- Problem-solving
- Time management
- Adaptability
- Open-mindedness
- Teamwork
- Creativity
- Critical thinking
- Willingness to learn
- Empathy



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## ADJECTIVES ABOUT YOURSELF

- Persistent
- Patient
- Enthusiastic
- Disciplined
- Straightforward
- Passionate
- Dynamic
- Intelligent
- Ambitious
- Modest
- Introverted
- Extroverted
- Sympathetic
- Generous
- Clever
- Independent
- Open-minded
- Practical
- Energetic
- Easygoing
- Sincere
- Motivated
- Sociable
- Adaptable
- Truthful
- Friendly
- Thoughtful
- Kind
- Reliable
- Loyal
- Emotional
- Optimistic
- Honest
- Flexible
- Energetic
- Sensitive
- Gentle
- Helpful
- Hard-working
- Self-confident



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## VIDEO

### 1. English Job Interview Tips and Tricks -

Business English - Learn with Business English Pod

- Part 1
- Part 2
- Part 3

### 2. How to Answer Job Interview Questions in English - Oxford Online

English

### 3. Common Interview Questions in English - Daily English Conversation



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