

QUESTIONS FOR INTERVIEWS

1. Tell me about you? Who are you?

→ Pitch (2 to 3 minutes' presentation)

2. What is your current activity?

- You can tell that you benefit from an outplacement or work on your professional project with a consultant if that is the case, and give the value of it
- Highlight in what you do things that bring you additional skills or knowledge. The important point is to show that you take advantage of this period to...

3. What do you prefer in your job?

What I like to do and know how to do is.... Backed with a realization

4. What do you like less in your job?

5. Which type of manager do you like to work with?

6. What do you expect from your manager?

-> objectives, strategy, delegation & reporting...

7. What is your opinion about your last manager? Which criticisms could you address him?

→ Positive and neutral answer. Show what you expect from your boss.

8. Why do you want to change company?

9. Why did you leave your previous company?

- Give an answer with facts, no emotions, no details, no comments
- Switch to positive things and talk about your project

10. If you could change something in your career, what would it be?

11. Qualities and areas of improvement

. what are your main professional qualities?

. what are your human qualities?

→ Choose qualities in line with your project or the job you target

What are your main faults?

→ Don't generalize, reduce with "sometimes", "it happens to me to..."

→ Put forward a quality related to your fault

→ Ex: I am sometimes too quick... I am concerned by efficiency and result

12. What do you expect from your job?

13. What is your management style? What manager are you?

➔ *Talk about delegation, reporting, giving objectives, ...*

14. Do you work alone or do you prefer team work?

15. What do you expect from your team?

➔ *Talk about skills, initiative, group contribution and integration*

16. Do you easily delegate? Why?

17. Why have you been looking for a job for so long?

➔ *Specify if you have taken some time to do a training, work on your project, ...*

➔ *Value your wish to find a good match between the job & the company and your profile & skills*

18. Which questions would you like to ask me on the job?

➔ *Organization chart, mission, key responsibilities, performance indicators, short and medium term objectives, is it a newly created job or a replacement and why, ...*

19. How do you think you position yourself for this job?

What can you bring us that make a difference vs other candidates?

If I understood correctly, you are looking for someone who is:

-

-

Isn't it?

Here is what I bring you:

-

-

I match your search

20. What would be your first 3 actions in the job?

21. What is your preferred work environment?

22. Are you in touch with other companies? Where do you stand?

- Yes, I have contacts, but it I just the start

- Yes, I have contacts, in the middle of the process

- Yes, I have contacts, and I am short listed. If I am here, it's that I am interested in your offer

- Yes, I have a proposal. If I am here, it's that I am interested in your offer, but as you can understand we have not much time.

23. Why should we hire you?

If I understood correctly, you are looking for someone who is:

-
-

Isn't it?

Here is what I bring you:

-
-

I match your search

24. Hobbies, readings, who do you admire, ...

Answering this type of question is a mean for highlighting a quality, an element of your personality through a passion. Don't spread by giving many answers, but focus, be specific (ex; I make black&white portrait photos instead of just 'photo'), and explain why, what it tells about you.

25. What makes our company attractive for you?

Your company is characterized by....

What attracts me is....

26. Regarding salary

. your last salary?

. what you expect?

- I expect to be in the market
- The last salary survey from... gives a range of xxx to yyy euros/dollars/... for a position of...
- Taking into consideration my diploma, my training, experience, the size of the team to manage, the turnover, ... I think I am in the middle / low range of this bracket

! in a 1st step, you can stop here, and see how your interlocutor reacts

- My request is

27. How do you see your professional evolution?

First succeed in my job and then grow with the company

28. Did you experiment failures in your professional life?

- ➔ *Talk about a "small" failure (that you have carefully prepared), and finish on a positive trend by indicating what you have learned from it*

29. Are you geographically mobile?

- ➔ *If you are not willing to move in another city or country, you can talk about your readiness to travel – and be ready to give a % of your time*

30. Which realization are you proud of?