

Career Opportunities

Expect These Questions In A Job Interview

(NAPSA)—Your shoes are shined, you've researched the company, and your résumé looks great. The next step in preparing for a job interview is to prepare your responses to common questions that will be asked of you.

According to Andy Watt, senior vice president at Kelly Services, a global staffing company, the keys are to be prepared, be yourself, and make sure you're ready to answer some tough questions with effective responses.

Here is a sampling of subjects and questions you can expect to come up in a job interview:

- Tell me about yourself. You should be prepared to talk for two minutes about yourself. It's appropriate to mix highlights of your personal, educational and employment background.

- Why are you looking for a new job? This is a critical question. Don't bad-mouth your previous employer or co-workers. It's fine to mention major changes at the company or layoffs. You may be simply looking to grow your career.

- Why are you interested in this job? Relate two or three aspects of the job to your own relevant skills. You may mention a technical skill, a management skill or a personal success story.

- What is your most significant career accomplishment? "Among the things we have observed in placing 15 million people into jobs through Kelly since 1946 is that a solid discussion of your achievements can be instrumental to your getting the position," says Watt.



In the opening moments of a job interview, you should be prepared to talk for two minutes about your background.

- What do you like/dislike most about your current or last position? The interviewer is trying to determine if you are compatible with the open position. It's safe to say that you like challenges, pressure situations, opportunities to grow, or that you dislike bureaucracy.

- What are your strengths? Know your top attributes and discuss the ones most relative to the job opening. Use specific examples.

- How would you handle problem "x" that we are experiencing? Think on your feet. Ask questions to get more details and display your analytical skills.

- What are your career goals? Be realistic in discussing short- or long-term goals.

- Why should we hire you for this position? This is a good chance to summarize how your skills match the specific position.

The Kelly Career Network matches candidates with open jobs. To learn more, visit the Web site at www.kellyservices.com/kcn.