

TricksforJobHuntingInterview PDF转换可能丢失图片或格式 ,
建议阅读原文

https://www.100test.com/kao_ti2020/254/2021_2022_TricksforJ_c96_254226.htm Here are good answers to some of the tougher questions asked in job interviews. If you can smoothly supply answers like these during the interview, you are bound to make a good impression.

1. What is important to you in a job? Mention specific rewards other than a paycheck for example, challenge, the feeling of accomplishment, and knowing that you have made a contribution.
2. Why do you want to work for this organization? Cite its reputation, the opportunities it offers, and the working conditions. Stress that you want to work for this organization, not just any organization. Point to your academic preparation, job skills, and enthusiasm about working for the firm. Mention your performance in school or previous employment as evidence of your ability to learn and to become productive quickly. If the job involves management responsibilities, refer to past activities as proof of your ability to get along with others and to work as part of a team. Answer by saying along these lines: "As long as my position here allows me to learn and to advance at a pace with my abilities."
5. Can we offer you a career path? Reply: "I believe you could, once I know the normal progression within the organization. Can you tell me about it?" The answer may be revealing.
6. What are your greatest strengths? Give a response like one of the following: "I can see what needs to be done and do it", "Im wiling to make decisions", "I work well with others," "I can organize my time efficiently."
7. What are you greatest

weakness? Identify one or two, such as the following: " I tend to drive myself too hard", " I expect others to perform beyond their capacities", " I like to see a job done quickly, and Im critical if it isnt." Note these weaknesses could also be regarded as desirable qualities. The trick with this question is to describe a weakness so that it could also be considered a virtue.

8. What didnt you like about previous jobs youve held? Discuss the things you didnt like, but avoid making slighting reference to any of your former employers. Mention a cross section of interests-active and quiet, social and solitary -- rather just one.

10. Are there any weaknesses in your education or experience? Take stock of your weaknesses before the interview. Practice discussing them in a positive light. Youll find that they are minor when discussed along with all the positive things you have to offer.

11. Where do you want to be five years from now? Saying that youd like to be president is unrealistic, yet few employers want people who are content to sit still. You might say, "in five years, Id like to have my bosses job. " If you cant qualify for your bosses job by then, you may not be the right candidate.

12. What are your salary expectations? If you are asked this at the outset, its best to say, "Why dont we discuss salary after you decide whether Im right for the job? "But if the interviewer asks this after showing real interest in you, speak up. She or he will probably try to meet your price. If you need a clue about what to ask for, say, " Can you discuss your salary range with me?"

This question is designed to test your reflexes. For example: "What would you do if your computer broke down during an audit?" Your answer there isnt nearly so important as your approach to the

problem. And a calm approach is best. Start by saying, "One thing I might do is ..." Then give several alternative choices. 14. What type of position are you interested in? Job titles and responsibilities vary from firm to firm . So state your skills instead, such as "Im good at figure work," and the positions that require these skills , such as "accounts payable." Say youll be happy to talk about yourself, and ask what the interviewer wants to know. If this point is clarified, respond. If not, tell why you feel your skills will contribute to the job and the organization. This question gives you a great opportunity to sell yourself. 16. Do you have any questions about the organization or the job? Employers like a candidate who is interested in the organization. so this is a perfect time to convey your interest and enthusiasm. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com