

PerfectJobInterview.com presents:

WORD-FOR-WORD ANSWERS TO THE TOUGHEST JOB INTERVIEW QUESTIONS

Brett Riley

PerfectJobInterview.com

This eBook is brought to you by: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

You Can Start Earning Money Within The Next Hour. Checks Are Mailed Every Two Weeks.

[Click Here For More Information.](#)

Copyright © 2007 by PerfectJobInterview.com. All Rights Reserved.

This book is Copyright 2007, with all rights reserved. It is illegal to copy, distribute, or create derivative works from this book in whole or in part, or to contribute to the copying, distribution, or creating of derivative works of this book. All information in this book is subject to change without notice. PerfectJobInterview.com makes no claims as to the accuracy and reliability of the information contained within, and no guarantee of employment from the information.

Dear Friend and Future High-Flyer,

Thank you and congratulations on your download of *"Word-For-Word Answers To The Toughest Job Interview Questions"*

This eBook has helped literally thousands of job seekers power through their interviews and get the jobs that they desire. This version has been fully updated for and the answers have been tweaked, so you literally have everything you need to succeed.

The sections included are questions and answers about the job itself, communication skills, stress, time-management, sales, negotiation, persuasion, risk-taking, questions for students, the company and much more!

Here is how to get the most out of this system before your interview:

- Read the eBook and the bonus materials once over without stopping.
- Go back and study the questions that you feel have relevance to the particular job that you are applying to.
- Print out and fill in the Bonus PDF file, taking time to think about your career, education and outside sports and hobbies, and how they have demonstrated your most admirable skills.
- Thoroughly go through the eBook with your completed 'Skill-Sheet' and see how the whole process fits together in your mind. This simple 4-step exercise will leave you (1) fully prepared and (2) naturally confident before your interview.
- Make sure that you 'seal the deal' and observe the general advice given in the 'Power Dressing & Body Language' Bonus Report. The dressing advice is flexible, but gives you a general idea of what is acceptable and what is not. However, after completing the interview question, answer and example system, the body language section will 'tip you over the edge' in the interviewer's mind from an 'outstanding candidate' to a **'perfect candidate!'**

Good luck with your interviews!



Brett Riley & The Team

P.S. Print this eBook out and take it with you to your interview!

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

The Flawless Approach

The #1 Job Interview Strategy

If you ever wanted to know the one secret to succeeding at job interviews, this is it. Use this approach and you will have employers offering you jobs left and right. This approach is well-known, but seldom used. Why? Because most people are lazy and don't prepare.

You are different though, and by purchasing this eBook have taken a massive step toward automatically securing your future career. Here is your strategy:

- Answer the **exact question** that the interviewer has asked; not something that you have imagined that he or she has asked. Keep it direct, powerful and succinct.
- Think about the **employer's key needs** that the employer is looking to fill? For this example, we will say that the employer's key needs are A, B and C.
- What **skills** are required to meet the employer's needs A, B and C? In your answer, structure your answer around demonstrating that you possess these skills. For this example, you need to demonstrate that *you* have the skills X, Y and Z to meet the employer's needs, A, B and C.
- Now, give **examples** of how you have demonstrated these skills in real life. This is the clincher; anyone can *say* that they have skills but those that have shown them in real professional situations always succeed. The examples could be from your professional career (preferable), your educational career or your outside work activities e.g. sports or hobbies.

Your general interview approach that you should keep in mind during the interview is: 'You need A, B and C. I have the skills X, Y and Z to exactly meet these needs A, B and C. Here are some examples of how I have personally demonstrated these skills (X, Y and Z) in my career/outside achievements.'

This will be your general approach. Remember though, you must answer each question differently by using the material in this eBook as a guideline.

Now let's begin!

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Section 1 - The Job

Why do you want to work here?

- You must have researched the company to answer this question well.

'___ attracts me for a number of reasons. (Give at least 3 to 4 specific reasons why you would like to work for this firm, based on your research)

'From what I know about the firm, I feel that my professional skills, values and goals fit in with that of (insert company name), and I am sure that it would be an excellent professional and personal match.

'Of course, I am keen to develop a deep knowledge of the industry. And so the opportunity to work alongside seasoned professionals and world-class clients make me feel that a position in such an environment would offer unmatched opportunities for me to learn, grow and develop professionally in this field.'

'What interests you most about this job?'

Try to shift your focus away from what you will get from the job and on to what motivates you about the job, either the tasks or challenges you will face or broader topics such as being involved in the industry itself. Use the points below as a guideline for answering this question, but remember to apply them to the particular firm that you are interviewing with.

Here are some reasons you could give for your interest in the job:

- A particular challenge that the firm is currently facing
- The direction that the industry is moving toward
- The pace that the department, firm or industry is currently moving at
- A particular technical aspect of the job that you have an interest in
- The type of people you would be working with i.e. team-oriented aspect

'What particularly interests me about this job is the emphasis on ____, which is an area that I am particularly experienced in/always wanted to be a part of and that I would be ready to make a valuable contribution in.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'What are the main responsibilities of a _____?'

- This question is asked in order to test your knowledge of the job that you are applying for. You should already have researched what the job entails. If not, what are you doing at the interview?
- Here are some things you can do to prepare you for this question:
 - Look at the company website and research the role
 - Talk to people you know who work or have worked at the firm
 - Prepare your answer beforehand; know the exact tasks that the role entails, and think about your ability to do them.
 - Ask 'Is there anything else that the role involves that I may have missed?'

What experience do you have for this job?

This question needs to be addressed carefully, and the objective of this interview must be kept in mind. Now is not the time to bring up irrelevant professional experience; for example, even if you are a good salesman

'Is this job similar to the others that you have applied for?'

- This is a thinly-veiled request by the interviewer for you to name the other firms or positions you are applying to. Sidestep this landmine and change focus by asking more questions about the job itself.
- The key here is to state that the job is different than any other job you have applied to before. Look at your answer for the question 'Why did you apply here rather than with our competitors?'; this will refresh your memory as to why this particular firm is unique to you, and will help with answering this question.

'I don't think that this job is the same as any other job I have applied for; it is unique for the way it focuses on X, Y and Z. Of course, this ties in with the reasons I decided to apply to *this* firm in particular, which are A, B and C.'

- After you have finished going over your detailed reasons (make sure they are detailed!), add with a smile:

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'I'm sure there are a few interesting aspects of this job that only those working at the firm will know, so I would be delighted if you could inform me of any more details I may have missed?'

'What can you do for us that another person can't?'

The interviewer is asking what separates you from the pack. She may be interviewing 5 to 100 people for the job, depending on the particular role, and she wants to know why she should hire you over the last person (who might have been excellent for all you know!)

'Why should I give you this job?'

Remember the description of the job from the ad/website/interviewer and think about the skills most relevant to performing it well. For example, the role may require objectives A, B & C to be met. What you do now is link these to yourself and say you have skills X, Y and Z to meet A, B & C. Now you're already in there. To polish it off, give specific examples of where you've used these skills in the past and finish it with:

'I believe that I have practically demonstrated the skills and abilities that are required, and to do an outstanding job of this role. In addition, I am flexible, willing to learn and am a motivated team player. In this way, I feel that I could be a valuable member of this company.'

'In what way does your job directly contribute to the goals of the firm?'

- This question is asked to test your knowledge of the workings of your company and your take on the 'bigger picture'.
- Discuss how your day-to-day responsibilities contribute to the smooth functioning of your team and your department. If necessary, describe how your department contributes to the firm's bottom line.

'I enjoy being an integral part of the mechanism of my company, and I take pride in my work. It is motivating to know that the work you are doing will directly or indirectly (a) contribute to the firm's bottom line, (b) help consolidate the firm's position in the marketplace and (c) assist my department and team in meeting their specific goals.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'How long would you stay with our company?'

- Even if you are planning to leave the company after a certain time to move to a better position in another company, start a business or pursue further education, it is good job interview practice to not bring it up. For your own good, your answer should be geared towards a 'long-term' commitment, but yet 'open-ended' as illustrated below:

'I would certainly like to take my career forward with this company; I have a vital interest in (your chosen area) and I feel that (company name) is the right place to develop my expertise in this area. From my research and what we've discussed so far, it seems that ___ has the right environment for me to really flourish and produce my best work. So, as long as I am being challenged and developing professionally, there would be no need to make a move.'

Section 2 - Communication Skills

'Tell me about a time you were involved in a team.'

It is almost guaranteed that this question will be asked at your interview. Team skills are absolutely essential in any division you have applied for – and you must be able to demonstrate that you have worked well in several team situations for the interviewer to get a clear view of your skills in this area. Have at least 3 different examples of when you were involved in a team activity ready to talk about in depth at your interview.

'Outside work, I was part of the ____. We used to meet regularly every Wednesday, and it was one of my favorite times of the week. Being part of this team I was involved in discussions / debates / decisions / strategic formations (sports) and it was essential that we worked together, rather than as individuals. We found that as a unit, we performed outstandingly, achieving X, Y and Z.'

Include (1) the importance of listening to other team members' viewpoints, (2) an example of how you overcame a problem and succeeded as a team, (3) how you specifically gave your input and how your idea was quickly taken on and (4) how you understand that you also had a responsibility to keep the team motivated and focused.

If possible, give an example of how you had one viewpoint, another person had a different viewpoint, but when you merged your ideas and amalgamated both incentives together, the result came out better than it would have done before.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'Tell me about a time you were in a leadership position.'

An extremely common question; be ready with 2 or 3 solid examples!

Give the example and include the following:

- Precise details: How, why, when, where and with whom?
- How you were operating under time or some other pressure
- Outline how you had to understand each team member's skill set and delegate them to a role that they would perform best, to their highest potential, and how you had to also at times, factor in the dynamics of the team and how well the team would work together
- How you had to trust your team
- How you kept your team motivated
- How you had to think quickly on your feet and make decisions
- How you were aware that if something went wrong, you were ultimately responsible as the team leader i.e. taking accountability
- If possible, talk about how you and your team solved some kind of problem – this gives something to base your answer around.

You may be asked if there was a difficult member of the team you led and how you handled this person.

'I decided to sit him down and outlined his specific skills, which were X, Y and Z. I told him that the team needed his skills and of course his valuable input. I reminded him of how exciting the rewards were. I kept a friendly attitude and carefully addressed the fact that his attitudes / actions were not congruent with what I knew he was capable of and reminded him of his past successes. The meeting was ended on an energetic note and he assured me of his commitment; he only had to be reminded of why the goal and why working with our team motivated him. He was quickly back on track, achieving A, B & C, and ended up a great person to work with. I was proud to have him on my team.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Tell me about a time when your work or idea was criticized.

- Avoid revealing a time when your work was not up to the firm standards because it will lower your perceived value to the interviewer.
- Sidestep this mistake by answering with an idea or small error in judgment that did not affect your objective and didn't cause any lasting damage e.g:
 - An idea during a brainstorming or creative session that would not be practically viable i.e. an idea that would have required excessive resources or time to implement.
 - An idea that was not based on all the information available or that was misunderstood or out of context.

By sticking to examples that fit into the scenarios above, you will be answering the question but not digging a hole for yourself. It is vital that the example you give was an idea you had that did not affect your outcome in any way.

- Now discuss how you took that criticism and solved the problem:
- 'After realizing that the idea was not very well received, I decided to listen to the feedback from my team and understand where they were coming from. It turned out that I had in fact missed a variable in my analysis of the situation. We traded ideas back and forth and taking this feedback into consideration, I came back later with the idea in a better format.'

Note: Your answer above should be structured around a real-life example from your experience, but be sure to include that you (1) listened, (2) recognized your mistake, (3) worked with the person who criticized you and (4) came back with a better solution.

Tell me about a time where you had a disagreement with a co-worker. How did you resolve it?

- This is a screening-out question; are you the type of person to cause ill feeling within the team? Do you know how to handle conflict and resolve it? How well do you work with other people?
- Remember a time when you disagreed with a co-worker about a certain task or idea. In this question, the specifics of the disagreement are not as important as the way you handled the person and resolved the problem.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

- Let's look at the possible outcomes of this question:
 - **You resolved the disagreement by getting your way.** The interviewer may suspect that you 'bent the facts' a little to impress her, or that you 'railroad' other people without taking their potentially valuable ideas into account.
 - **The co-worker got his or her way.** The interviewer may feel that you are lacking in your persuasion and influencing skills, which are both extremely valuable in the corporate environment.
 - **You reached a middle ground.** By reaching a solution that met both your needs, the interviewer would be impressed with (a) your ability to resolve a disagreement without arguing, (b) your respect and tolerance of other people's opinions and (c) getting your ideas implemented without compromising your initial targets.
- The answer below is a sample, intended to give you the sort of structure your answer should be based around. It is critical that you remember a *strong example from your previous role(s)*, where your decision was important and where your solution did actually meet both your needs without diluting the end result; otherwise this answer may be interpreted in the wrong way.

'I told him that we were both looking for the same results, we both had the same goal, and there was no point wasting time in debates trying to prove each other wrong.

'We sat down and decided to resolve the situation. I made sure that I listened to his argument and extracted both the points that we potentially agreed on and those that we needed to discuss further. I then proceeded in outlining my ideas in a way that he could understand.

'We both fed back what we agreed and disagreed about after each person's outline. I found that looking at it from his point of view was very beneficial, for it allowed me to see aspects of a potential approach that I hadn't considered before.

'Time was limited, so we briefly outlined (a) what we wanted from the implementation, (b) what was unacceptable to each, and (c) what was absolutely necessary to each. We needed to find a middle ground, and brainstormed before actually coming up with a solution that met both our needs. This was (give solution). It met my requirements for the project which were A, B and C, and it incorporated his ideas, which were D, E and F. The project in the end was successful, achieving ___ for the company.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

What would you do if you strongly disagreed with the views of a supervisor?

'Well, the first factor to take into account is the actual nature of the position; whether it is one where open discussion between team leaders and team members is encouraged, or one where the views of team members is asked for by leaders if and when they are needed. I have generally experienced the former; an atmosphere where all members of the team are encouraged to give their individual inputs in order to reach a solution. However, no matter what the situation was, I would be sure to remain a team player by: (a) giving my opinion in an 'agreeable' and professional manner if it was asked for, (b) remaining tactful by not openly criticizing a colleague or superior in a disagreeable way and (c) if I felt strongly about a certain issue, bring it up in a scheduled 1-on-1 meeting with my superior.'

Do you prefer to work alone or with a team?

- What does the particular job that you are applying for require? Are you in a team-oriented environment or one where you are required to work alone for an extended period of time? Consider these questions before you answer.
- Be aware that being a team-player is one of the main qualities that 99% of employers are looking for a candidate. Being able to work with people is *always* an asset and never a liability.

'Well, I don't have a problem in working alone when its needed; I get on with my work without needing a lot of personal support. However, I feel that when a group of people are working together to achieve a common goal, it is more productive, you get a wider range of ideas and perspectives and it is generally more of a beneficial experience for everyone involved.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Section 3 - Stress & Time-Management

'Have you ever missed a deadline? How do you manage your time?'

'I can't remember ever missing a deadline. I plan my day beforehand because I like to get the best out of my time. I schedule a certain amount of time to each task on my list, making sure that I keep it flexible as I know that many other priorities can come up during the day that I have to deal with. After the day is over, I review my performance and the schedule for the following day, while making sure that I am on course to meet my desired targets.'

'How do you plan for major projects?'

'A major project for me would be _____. When I plan for major projects, first I think forward and ask myself questions like "What resources am I going to need, where can I find these resources, who am I going to talk to etc." After I have thought about these issues, I think backward and ask myself a question like "If this job must be completed by the 15th, what steps must be made and at what time, to meet that deadline? I also try to budget my time, and to make sure that I meet the deadline, I plan that I should have completed my reading by a certain time, and my outline by this time, and I should have finished the project at least two days before the deadline, to allow for adding new information etc. I find that breaking large tasks into smaller more manageable tasks makes projects more realistic and easier to complete.'

'What tasks did you find yourself spending most of your time on in your last job? Why?'

- Put emphasis on your need to get the job done, and that you are not a person who wastes time with useless busy work.
- Turn what you spent the most time on in your last job into positives:
 - If it was the phone, you wanted to build a strong relationship with your clients or suppliers and make them want to do repeat business with your firm.
 - If it was meetings, you wanted to make sure that your team were on the same page and that you had an effective game-plan for the particular outcome that you were trying to achieve.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Get the picture? Your outcome from this question is to convince the employer that you don't mess around; you have a clear objective and don't put low priorities before the more urgent ones. Explain that you spent more time on a particular task to achieve a particular benefit for the company or to get closer to your objective.

'What parts of your job do you put most emphasis on?'

You need to analyze your role and discover what the most critical aspects of it are. Here's a tip: don't focus on the low priority tasks – this is a question where you need to write a list of the tasks that have the highest priority down to the lowest priority. Make sure that you explain in your answer how you prioritize and manage your time.

'Can you work under pressure?'

- You may use the answer below as an answer but note that this question may take the form of 'Give me an example of when you have experienced pressure in your job.' Keep at least 2 examples ready for your interview.

'Yes, I feel that I am naturally capable of thinking and working well under pressure, and actually feel positively challenged when there's a deadline or urgent task to be completed. However, I am also a firm believer in planning and time-management, which automatically reduces unnecessary 'panic pressure' and helps my team and I remain effective within a time-constraint.'

'How do you handle stress? Why do you think stress arises?'

'Stress comes about:

- When unanticipated problems arise to hinder progress.
- When there are multiple problems to be handled at the same time.
- When the resources needed to handle the problem are not available.
- When there isn't sufficient time to handle these problems.

Firstly, I handle stress by briefly taking a step back and mentally reviewing what I have to accomplish, in what time and with what resources. Breaking down large problems into smaller, more manageable pieces and handling them in order of importance helps tremendously.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Secondly, I automatically cut half of the causes of stress at work by not procrastinating and letting tasks pile up, but dealing with tasks from a 'first-things-first' standpoint. Thirdly, when things come up unexpected, as they regularly do in this position/industry, many get overwhelmed, but the key is to break the tasks down and simply get stuck in. Getting stressed is just not productive, whereas dealing with problems calmly and with poise always brings the best results.'

'Can you handle the long hours and high stress that this job requires? How have you proven this?'

'If you're looking for someone who can go the extra mile and deliver the best under intense pressure and long hours, and of course with a positive attitude to every task at hand, I'm definitely the right person for you. I feel that I have the energy, the ambition and an unwavering dedication to excellence that will make me thrive in a high-pressured environment such as this. A good example of this was ____.'

Examples could be when you organized an event, played in a sports tournament, performed on stage, worked in a highly-pressured environment etc.

'Tell me about the time you worked the hardest in your life.'

Give an example of where you really worked hard and put in a lot of hours, because if you say that you worked from 8am to 6pm, the interviewer will not be impressed at all - as now, corporate firm hours are commonly known to be excessive. So make sure you say that you worked hard and efficiently, and you were successful. This will demonstrate your ability and willingness to handle the high-pressure and long hours in a corporate. Ensure that the long hours you put in were productive hours, and beware of giving examples that show you had to work hard because you left a task to the last minute. The best examples are the ones where you had to work extra hard to keep up with your deadlines and other work priorities.

What kinds of things worry you?

- Keep your answer restricted to situations in the workplace. Don't start telling the interviewer about the worries in your personal life because this is certainly not the reason they asked this question.
- This is another question asked to get a glimpse into what might pressure you in the workplace and how you might respond to it.

Proudly Sponsored By: www.AbundantWealthSystem.com

“Start Making A Full Time Income Working At Home From Your Computer”

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

- An important factor to take into account here is that *worrying is not necessarily a bad thing*; in a sense it shows that you are conscientious and are concerned about meeting your responsibilities. So do not say ‘Nothing worries me!’ Your attempt to convince the interviewer that you are a corporate superman will seem contrived. What’s important here is how you *deal* with the things that ‘worry’ you.
- **Do this:** Find at least 3 genuine potential problems that arise in your job, things that will directly affect you and the rest of your team. Are they the things that you worry about or things that you really should be worrying about? Include these 3 things specific to your job in the answer below (1, 2 and 3) and factor in how you practically deal with these worries at the end of your answer (4, 5 and 6).

‘Well, the kind of things that concern me when I am working are 1, 2 and 3. However, these worries come with the job, and am very aware that if they didn’t exist, something would be wrong! They’re a part of doing business and if you want to contribute fully to your company and simultaneously become a better professional, you have to face challenges such as these all the time. I think what sets me apart is how I deal with these worries. Nothing beats planning and timed execution, and I factor in my solutions by 4, 5 and 6.’

Section 4 - Essential Professional Skills

‘Sell me this table.’

Salesmanship is important no matter what industry you’re in. Find out the customer’s needs and link them to the product you are selling. The way to sell is not to give customer an endless list of features of the product. It’s to think in the eyes of the customer and tell them how they can benefit from using the product.

First, ask these questions to the interviewer.

- What kind of tables do you currently use?
- How many monitors do you fit on the desk?
- How much drawer space do you need?
- What is more important to you; durability or practicality?

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

After they've answered, add:

'This table is made specifically for office-use, with a special port to place your CPU, a slide-out surface for your mouse and keyboard and a raised platform for your monitor(s). This gives you more room to place your documents and in-trays etc. It has a cable hole-tidy where all the wires from your computer can be led through which will reduce clutter and keep your desk tidy and organized.

'You mentioned that you need a lot of drawer space. This table has a main drawer area on the right of your chair for easy access to your files, and smaller pull-out drawers on the left-hand side of your chair to keep your stationery and other personal items. They both have a lock and key system so you can be confident that you'll never have to suffer the consequences of theft.

'You also said that durability and practicality are equally important to you. This table is made of chestnut wood, which is long-lasting and stylish. Add that to all the specialized features I mentioned earlier and I can comfortably say that this table is perfect for your needs.'

This is the way to answer a 'Sell me this...' question. You can easily remember the format and apply it to anything the interviewer asks for. Remember, link the features of the product to the customer's needs and give them benefits, benefits, benefits!

'Tell me how you went about solving a difficult problem.'

- Assume that the interviewer is asking about a professional problem (i.e. a problem you have experienced at work), not a personal problem.
- Before your interview, think of at least 2 examples of difficult problems you have had to face at work and how they were eventually resolved.
- Ensure that the problems you talk about were actually difficult! The reason I say this is that one of my clients was instantly shot down with the response he gave to this question at an interview. The interviewer simply responded with a blunt 'That doesn't sound like a difficult problem at all!'
- Take the time to think about a complex situation that you have faced, and make sure that the story concludes with the problem being solved by some action that you took.

'My natural reaction when faced with a particularly difficult problem is to mentally take a step back so that I can assess the situation from an unbiased angle. I then think about the practical solutions that I could implement and the timeframe that I have to work with. After weighing up the pros and cons of each potential solution by looking at the time, resources, effectiveness and viability of each, a decision is made. If necessary, I consult with a superior or my team before executing on the task at hand.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'What's the best idea you ever had and how will you top it?'

Give an example from your work or outside interests – the example of your good idea should be (1) innovative, (2) you should have solved a problem and (3) you should have had a successful outcome. Your answer should emphasize the details and you should demonstrate how your idea worked. As for the 'how will you top it' question, add:

'I haven't reached my peak yet. The reason I want to work for you is that you'll provide me the challenges and support to stimulate my new ideas. My goal at ___ is to contribute and learn. I feel that my dedication coupled with the firm's intellectual and vibrant atmosphere will give me the stimulus to thrive and accelerate my development; this is why I am confident I will top my best idea at (company name)'

'Tell me about a time when you displayed initiative.'

- Employing someone with initiative is one of the goals of any company. People with genuine initiative are hard to come by, and when they are found, they are quickly snapped up, so make the most of this question!
- An act that shows initiative must have been initially conceived by you to improve an aspect of the firm and its business in some way. The reason why it is so valued is because it shows that you are not just another clock-watcher – it shows that you are loyal, creative, hard-working and passionate and you will always strive for improvement.
- Initiative in the workplace means improving a process in order to (1) save time, (2) save money, (3) increase productivity, (4) increase revenues, (5) make your superior, a teammate or your own life easier etc. These are just examples; you could have shown initiative in dozens of ways, but give examples that have produced some sort benefit for the firm or those who work at the firm.

'Are you entrepreneurial?'

The answer below is the type of answer you should be giving; if you actually are entrepreneurial in the traditional sense, and have started businesses or have been trading stocks etc, beware of the interviewer questioning if you will be loyal to the firm in a few years time. Answer with 'I believe that working at ___ will provide me with a great stimulus for ideas and is the ultimate learning ground for improving my skills so that I can provide the best service for my firm. After all, entrepreneurship can be looked at in a different way...' Then continue with the answer given below.

'Yes, I would say I was entrepreneurial. Whenever I'm working I like to think outside of the box and go beyond my narrow job description. I like to think that being entrepreneurial means more than starting businesses, [which I one day might like to

Proudly Sponsored By: www.AbundantWealthSystem.com

“Start Making A Full Time Income Working At Home From Your Computer”

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

do] but it means thinking of the wider perspective and taking advantage of opportunities that present themselves for a positive benefit. I also see entrepreneurship as having vision; thinking about where I want to be in 5 years time, and also where the firm wants to be in 5 years time.'

'What's your energy level like at work?'

'To be honest, my work is my passion, and I believe that with passion and drive comes an abundance of energy. I like to use my time well, and have a keep a firm rule to review my targets before and after each day to measure my progress. I have to say, at the end of a day when most people want to just pack it in and go home, I like to push myself to do one more thing that I could have left for tomorrow, such as preparing a letter or making one more phone call. It's satisfying. The reason why I like to stay on this high energy level is that energy is contagious. If one person has this kind of energy it motivates and improves the *entire* team atmosphere.'

The interviewer will normally agree!

'Tell me about a time you used your persuasion skills to influence others.'

As persuasion skills are a much sought after skill in the corporate world, it is vital that you don't answer this question with a 'soft' example; the example of your persuasion skills should ideally be about a time you:

1. Sold someone something
2. Influenced an important decision

Include in your example why it was difficult to persuade the person(s) at first, but you overcame this (with creativity) and were successful in your persuasion.

'Are you prepared to make calculated risks at times?'

- First clarify. Ask:

'What kind of risks are you referring to? What are the risks and what are the rewards?'

- After they answer, go on:

'Right. Of course, I would have to extract and review the information at hand before I made a decision. And only then would the risk be a calculated one. Of course if the downside of the risk could massively jeopardize the firm in any way I would consult a superior before going any further. However, other than that I do have the ability to

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

think on my feet and make difficult decisions with the information at hand. So yes, I am prepared to make the calculated risks you are referring to when necessary.'

'Tell me about a time you went beyond what was expected of you.'

Ideally this example should be work-related; and it's even better if it occurred recently. What you include is at your discretion, good examples could be where you:

1. Solved a difficult task with a different approach
2. Visibly put extra effort into your work
3. Stayed longer hours to finish a task
4. Solved a problem for a superior
5. Reduced a fellow team-mate's workload

These examples will all demonstrate to the interviewer that you would be worthy member of a firm.

Section 5 - Your Background

'What are your strengths?'

Note that this question can be interchanged with the question 'Why are you right for this firm?' as both questions are asking in short 'Give us an excuse to hire you!'

'I have the intellectual and analytical ability to identify and find logical solutions to complex problems. I am confident and have excellent communication skills, being able to convey information clearly, articulately and succinctly. I'm a team player, able to work collaboratively and support others as well as pursuing my targets. I have excellent time-management and organizational skills; when faced with a large task, I develop clear action plans with timelines, while making use of all available resources and staying flexible. My mathematical skills are strong, as evidenced by _____. Last but certainly not least, I am a hard worker with a strong desire to succeed and go the extra mile for my firm. That is why I think I am right for this industry, and this firm.'

'What have been your major successes or accomplishments? How did you achieve these?'

First, write down all your major accomplishments down on a piece of paper. Now, make sure that you take at least 3 of these accomplishments to answer this question with. The key here is to include varied successes; i.e. include career, sporting,

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

adventure, personal, so the interviewer gets the impression that you're an 'all-rounder' and have varied interests and achievements. Add:

'Goal-setting is the key to achieving success in any endeavor. If you define for yourself exactly what you want to achieve and set yourself targets, I find that these accomplishments keep building up. Success breeds success. Of course, hard-work, commitment and focus were involved in all of my accomplishments, but also it was a passion for taking on challenges that made it a pleasure in the process. However I do feel that my biggest accomplishments are still ahead of me.'

'What is your greatest weakness?'

- Don't use clichéd statements like 'I'm a workaholic' or 'I'm a perfectionist.' These answers are boring and predictable, but worst of all they seem dishonest and will provoke a response from the interviewer such as 'That doesn't seem like a weakness. Why don't you start again and tell me about a real weakness?'

'I have the desire to achieve excellence and always like to give 100% when given a task to do. So sometimes I find it a little frustrating when others are being lazy and aren't putting in the effort they could be. I am very aware of this weakness and try to overcome it by adopting an energetic and positive attitude to the task that I hope spreads through the team.'

'What is your greatest strength?'

You may have several admirable strengths, but the question asked you what your 'greatest' strength was. From your research and what you know about the firm and industry so far, you need to determine which strength is most valued in a candidate by this particular firm and this particular interviewer. You then need to display that you possess that strength.

'I believe in adhering to set standards but also remaining creative'

'I am certain that time-management is my greatest strength.'

'Decision-making is my most admirable strength'

Pick the quality that you feel is most important to the firm and position you are interviewing for from this list:

- Decision-making
- Flexibility
- Quick-thinking
- Team-playing
- Leadership

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

- Time Management
- Quantitative skills
- Technical skills
- Problem-solving
- Communication
- Negotiation

You most probably will be asked this question as it is one of the most commonly asked interview questions. Before your interview, decide which 2 skills are the most important to the type of position that you are interviewing for and think of a couple of examples to back these claims up just in case the interviewer asks you to elaborate.

'Where do you see yourself 5 years from now?'

- **Rule #1:** Make sure that your answer does include some sort of career advancement. Many people shy away from stating their need to move forward professionally in fear of alienating or offending the interviewer. Ambition is a respected quality.
- **Rule #2:** Don't go off on a tangent and confess your deep need to become a real-estate mogul or own your own business; this could *severely* damage your application as it will make the interviewer think that this job is a 'pit-stop' in your career before you race off to become Donald Trump.
- **Rule #3:** Try not to give the interviewer any indication that you may want to take over the role that he or she currently holds. No-one likes their security to be taken away from them, and this could cause some unspoken hostility in the interviewer
- The interviewer is asking this question to:
 - Know if you have long-term career plans; are you simply drifting, or are you guiding your career in a specific direction?
 - Determine whether employing you will suit your own needs i.e. will you be productive or will you be an employee who's waiting to leave?
 - Determine whether employing you will suit the needs of the company.

'I would like to be working in (your desired area or industry, preferably the area that you are applying for), with people who are driven, hard-working, competent and take pride in their work, and where the same is expected of me. I would like to be in a position where I have the respect and friendship of whoever's under me, and where I am rewarded for achieving real results for the company.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'What motivates you?'

'There are four main things that motivate me. The first is my need to achieve excellence in every task that I set out to do. The second is my desire to contribute to my firm. The third factor that motivates me is that I enjoy success and accomplishment, because I regularly review my goals and like to see tangible results when I do! I also believe in growth and the fact that if you're not moving forward, learning new skills, meeting new people, you're moving backwards, Finally, I like to feel that my work is being rewarded in an appropriate way.'

'What do you like to do in your spare time?'

Be aware that it would be in your highest benefit if you named activities that corresponded to the skills that are relevant to the job at hand. Team sports are always looked upon favorably, as are activities that call for organizational and intellectual abilities. Physical fitness, business initiatives and travel are also favorable. Be wary, as stating you enjoy mainly solitary pursuits in an interview for a fast-paced industry will not indicate that you will thrive in a stressful, fast-paced, team-oriented environment such as that one.

'What was the last book you read? How did it have an impact on you?'

- Why do you think an interviewer is asking this at a job interview? How does it relate? The reason why most people fall flat on their face when answering this seemingly simple question is that they don't ask themselves this. This is a job interview – *every* answer you give should display yet another reason why an interviewer should hire you to do this job.
- Be wary of trying to be too clever; naming a technical or 'intelligent' book in order to show off how well read you are will leave you open to a barrage of questions about the book and what you thought the author was trying to convey, symbolise etc. Interesting, but not relevant in the slightest.
- Do not give the name of a book that is currently a 'hot' bestseller because although it really shouldn't, it will make you seem like a trend follower.
- It is best to name a book that has helped you develop the skills that are required of the job in question. Anything that may have improved your professional profile will be looked upon favorably. Remember to relate your answer back to the skills required of the job.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'What would you like me to know most that is not on your résumé?'

As much as we would like to, we can't answer this question exactly for you! However, we will give you the information to answer this question the best way you can –

(1) Demonstrate how much you want to work for the firm, (2) Show knowledge and understanding of the firm, (3) Mention names of people from the firm you have met at presentations (4) Differentiate the firm from other similar corporates – interesting things that you can differentiate the firm by are the people, the culture, the specialist divisions and the training programs, (5) Know your exact role that you will be part of in the firm and why you want to work in that role; give courses that you have taken, give details of previous similar jobs, or that you genuinely have an interest in your specific role.

Your résumé is certainly impressive. In terms of the work that you produce, do you think that you have reached your peak?

- Do *not* say that you have reached your peak or give any indication that the best work you can do is now behind you.

'Although I am honored to have achieved several accomplishments during my professional career, I feel that my best work is yet to come. In fact, I am confident that I will be even more prepared to take on new challenges because over the past ___ years I have developed professionally by widening my skill set (a) my personal skill set such as now know things that I didn't know 5 years ago; (give any technical or industry-specific skills here), and I have developed professionally through direct industry experience and am excited about new opportunities such as this one.'

Section 6 - Your Last Position

'You've been with 'Firm X' for a long time now. Is there any particular reason why your position and salary haven't improved over this time?'

- First of all, don't give salary details in your CV/resume or application form unless you've been specifically asked to.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

- Don't waffle. Spend as little time on the question as possible by saying your answer and then staying quiet, because it can't lead to a good question thread.

'I've enjoyed working for 'Firm X' for ___ now, and I have to say that it's been a valuable experience because I feel that I've contributed while growing professionally at the same time. I have produced real results for the firm, such as A, B and C. Even though I have produced these results, I don't feel that my career plans and professional growth is congruent with the growth in my department, which has slowed down. Additionally there haven't been any promotions in my department for a long time, ___ months. That's why I have applied to your firm: because I feel that my skills and natural abilities are at a level where I can take on more responsibility and really make an outstanding contribution.'

What was your opinion of your last boss?

- This is a rule: Do not talk negatively about your old boss, even if he was something out of TV's *'The Office'*! The reason behind this is that it will raise the doubts in the interviewer's mind: 'Is this person a potential troublemaker? Can this person deal with difficult people? These things seem trivial, but there is no point even giving the interviewer reason to bring up these doubts in his or her mind.'
- Be truthful; what did you admire about your boss? Here are some qualities that might spark some memories:
 - Excellent communicator; had a very likeable personality, influential, inspired respect. Knew how to get the best out of herself and her team.
 - Firm; very keen on discipline and running a tight ship. Kept you on your toes and motivated.
 - Honorable; used to genuinely take all team members' views and ideas into consideration.
 - Dedicated; tireless in the pursuit of a result for the firm or your department.

'I liked and respected her for what she had achieved in at our firm and how well she handled situations in the workplace. (Bring up some of her admirable qualities now). We got along well and all the people in our team appreciated her role as an excellent leader as well as a friend.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

What did you not enjoy about your last job?

- A question designed to catch you criticizing your former employer. Be sure to name a fault, but to not to go too far in the list of negatives about your old firm, because it will label you as a complainer, not a team player who solves problems.
- Although not essential, it would be good practice not to criticize (a) your superiors, (b) your clients or suppliers or (c) your team. Try to structure your answer around a process or procedure that was not working for you and your team as well as it should have.
- Whatever you decide to bring up as your answer, be sure to include details on how you resolved the problem, or made a certain process more efficient. This technique is the only way to transition away from this question smoothly.

What would your last supervisor say is your biggest area for improvement?

- This is a nicely phrased trick question, a more tactful way of asking about your weaknesses. This is not the time to 'honestly' share your personal and professional shortcomings with the interviewer; it may be virtuous, but you can be sure that it will not get you the job.
- Think hard in front of the interviewer. State that the last time your supervisor gave you this sort of feedback, it was due to a problem or difficulty you had at work a while ago.
- Note that this example should be recent, but not too recent (about a year). Make sure that the difficulty was a minor one, but it helped you (a) *identify* (with your supervisor) the drawback, (b) *correct* it and (c) *learn* from it.
- Keep an example from your career handy (if we could give you one to use, we would!), but make sure:
 - It was a minor problem or difficulty
 - It occurred a fairly long time ago (about 1-2 years ago)
 - You identified, corrected and learnt from it.
- **Important:** State that this problem was the last one your previous supervisor brought up with you and you don't know of any other than that. The interviewer will let it go. Move on!

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

7. Questions For Students & Graduates

(Full-Time Candidates keep reading, there's more for you after this section!)

'What was your GPA? What was your SAT score?'

Quote. Give legitimate reasons if your results were below average. Interviewers can sense fabricated reasons easily, and it will severely damage your application if you get caught in this trap.

'Why did you decide to major in ____?'

Convince the interviewer that you genuinely have an interest in the topic. The interviewer does not want to know you chose your major as part of a dare. If the degree taken did not have any relevance to banking and finance, add:

'I feel the courses that I have taken, such as ____ and ____ have taught me quantitative/applied/analytical/persuasive skills that can be applied to a ____ role at this firm.'

'Why did you select your college or business school?'

'After researching colleges and potential courses I could take, I went to see the university at an open day while at school and was impressed with the campus. The department was given excellent scores for research. I was particularly interested to hear that ____ lectured there. I also was excited to potentially be involved in the university's diverse and modern culture; the people and the opportunities to join ____ (name 2 or 3 clubs and societies) definitely played a part in my decision. Most importantly, ____ is known for turning out well-rounded, highly skilled individuals who are very well prepared for the 'real world'. In this case I wanted to be ready and primed to enter the business world, and I feel that after attending ____, I am.'

'Which courses at college did you like the most and which did you like least? Why?'

'____ particularly interested me, as it involved ____ and it challenged me to think about/contemplate ____ in a way that I hadn't previously, and it was relevant to the real / business world. The lectures were in an interactive format and I can remember many discussions that started in the classroom continue later amongst my classmates in the coffee shop! The problems that we had to work on built on my analytical / quantitative / team-building / comprehensive skills and this, coupled with my genuine interest in the course, contributed to my top grade.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

'I was less inclined to ____, as it was mainly textbook-based and the lectures basically just followed the textbook, with hardly any class interaction. I relish a challenge, and I found that although ____ was important, and I learnt many technical aspects of the topic, unfortunately it wasn't as engaging as my other courses.'

'Describe a situation where it was difficult to obtain the information you needed, and how you managed to be successful.'

'When I had decided on a topic for my paper / dissertation / thesis, I had to find ____, ____ and _____. The best way to do this efficiently was to look at the literature that was most relevant to my title, and first look at the relevant articles in that paper's bibliography. I then found myself finding interesting papers and methods of practice that I would have never found if I had searched blindly on the topic. When it came to finding data, I ____ (think about why it was difficult to obtain the data, and think about a way you speeded up or made the process more efficient).'

'Tell me about a time you had to develop relationships with others.'

A good example would be of a time when you had to join a group as a new member, so you personally had to make yourself known and develop relationships with the existing members. Some common activities which would lead to this situation arising would be a sports team, drama group, volunteer group, camp, class, social event etc. For example:

'At university, I joined ____ because ____, and I've always been interested in learning new skills. There were about 20 people in the club and everybody already knew each other. Of course, as a new member, I had to develop friendly relationships with everybody if I wanted to get along in the group. After the initial introduction by the team leader and the evening's activities, I made sure that at the end I personally went round and introduced myself to everyone in the club. We talked, and I was friendly, asked questions, listened and talked to people about mutual interests – basically, I was just myself. Since that day, I made sure that I kept in contact with everybody, and even now we still speak on the phone or by e-mail, even though we're all busy people.'

'Tell me about yourself.'

Do not ramble on and give your life story for this question! This will be asked in most of your interviews so that the interviewer can learn a little more about you and why you are there, as well as how you present yourself. Keep it brief, professional and structured.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Name and where you're from. Give details of your education in chronological order. Why did you major in ____? Give details, and why you did what you did. Talk about your extra-curricular activities and what you learned from them. What work experience do you have? Did you enjoy it? Did it help you get an idea of what you want to do after you leave college? What do you like to do for fun? Do you have any special awards or achievements? Talk about why you have chosen to pursue a career in your particular industry. Why do you want to work in this particular division?

'Tell me about a time you were involved in a negotiation. Were you successful?'

Emphasize how the negotiation almost failed, but you succeeded in the end. Concentrate on why you were successful because (1) You made it a win/win, (2) You spoke to the right person, (3) You remained personable. Read the example below and feel free to use it if you wish.

'When I was in New York last summer, I wanted to buy an Mp3 player because you can buy them cheaper in certain districts. In these districts, haggling is seen as acceptable, so I ended up in a negotiation with the owner of the store. He was offering the player for \$50 with \$10 for batteries. Instead, I told him that I would buy the player for \$50 but I told him to throw in the car adaptor and the batteries with it. He wasn't happy with the deal at all. But first I gave him the benefits of the deal; I could go elsewhere, but this way he could shift his inventory of this model because the new generation of player was coming out in the fall. I also told him he was actually selling the player for the same price that it was marked at; I wasn't trying to lower its marked price. I told him that the deal I was offering wasn't that great as I could get it on EBay for a cheaper price overall. I told him that I wanted to buy it from his shop, I liked his shop and I appreciated his excellent customer service and the truth was I was there and I wanted to buy the player from him, not someone I couldn't see on EBay. He willingly accepted, so yes, the negotiation was successful as I got the car adaptor and batteries included in the deal, and he got a sale of a player (for the same price as he was offering) that he had just learned was going to become an older model.

'I feel that I was successful for 3 main reasons. Firstly, I made it a win/win situation by telling him that he was selling a model that would be superseded by a new one in about 6 weeks. Of course I got a free car adaptor and batteries thrown in. Secondly, I spoke to the right person; I feel that in negotiation, talking to a less qualified person who was unable to make these sorts of decisions would be unfruitful. This is why I spoke to the owner of the store. Thirdly, I remained personable and friendly by speaking to him politely and telling him how I liked his store (which I did!), but being firm and getting results at the same time. These were the reasons I thought that the negotiation was successful.'

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Section 8 - The Company

'Who have you met from our firm?'

Meet as many people from the firm before your interview as you can; don't worry if you haven't, but it can only help your application if you have. It demonstrates your interest in this specific firm. Good places to meet these people are at:

1. Presentations
2. People in your social circle who have worked at the firm.
3. Personal contacts (through family and friends).

Talk to them about the work, the organizational structure, the people, the culture etc. Remember their names for the interview and talk to the interviewer about your informative meetings with them and demonstrate your knowledge of the firm. Then affirm again why you want to work at this specific firm (again, many of these firms are similar except for their reputation, the people, the organizational structure and training programs). Give detailed answers!

'What are some of the most important or newsworthy deals we have just closed?'

You can find recent deals the firm was involved in by searching:

- Firm website
- Wall Street Journal/ Other financial publications
- Search engine: Firm name + recent deals/deals/merger/press article
- Career websites
- Firm stock quote (e.g. ACN for Accenture Ltd) – recent news articles will appear alongside the stock quote.

'What is our organizational structure?'

From the website and your discussions with people who have had contact with the firm, construct the firm's organizational structure, e.g. hierarchy, divisions and especially where your division fits in i.e. how does your division contribute to the activities of a firm as a whole.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

Section 9 - Your Job Search

Have you ever been fired or asked to resign? Why?

- We do not advocate lying in your answers to interview questions. Your answer depends on your circumstances; say no if you can do so. If your circumstances dictate that you cannot do so, follow the guidelines here.
- It is a fact; being fired will raise doubts in the interviewer's mind about your candidacy, but there are ways to tackle this question as to minimize the damage.
- If your redundancy was caused by downsizing (where a large number of employees were laid off), the interviewer will be able to understand your situation and will be more lenient since it was not caused directly by an action that you took. Do not go into too much detail; try to move the conversation away as fast as you can.
- If you were directly fired, reduce the damage by:
 - Accepting the blame and taking responsibility.
 - Identifying the problem that caused it (if in doubt, call your previous firm and clarify it with the person).
 - Displaying how you have taken steps to fix that problem and how you will never make that mistake again.
 - Honestly remembering if any personal problems affected your performance at the time.
 - If you were one of the most recent hires for the firm, logically state that as the firm was letting people go, you were one of the first.

Can you explain this gap in your employment history?

- This question cannot be met with stuttering or hesitancy. You must have a definite answer ready for this question if you know that you were out of work for an extended period of time, because the interviewer *will* call you on it.
- Imply that *you* have been the selector; the reason for you still looking for a job is not because you haven't been offered other jobs, it's that you are looking for the right place to continue your career in.

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

- Use some of the phrases from your answer to 'How long have you been looking for another position?' Here they are again: If you can, state that you have been offered positions from other employers, but you felt that you needed a:
 - 'Wider range of options'
 - 'A place where I really feel that I could make a contribution'
 - 'A role that would really challenge me and push me to my limits'
 - 'A firm with an outstanding reputation and opportunities for career development'
 - 'A company where I could have the opportunity to work with consummate professionals, those that take a real pride in their work.'

Use a phrase that make this particular company stand out to you. Emphasise that your career is in front of you, and you want to ensure that your decisions are the right ones so that your energy and skills are going in the right direction.

Cement your answer with a direct statement that shows that you have found what you have been looking for in this company and you are the right person for this job.

How do you schedule interviews while you're still employed?

- A test of your honesty and attitude towards your employer. You want to display that you did not lie to or inconvenience your employer in any way.
- The only way to answer this one is to state that you used holiday time and asked your current employer that you needed to attend to some personal business. Make sure that you add that you asked your superior which days would be suitable.

How long have you been looking for another position?

- This question is being asked to determine (1) how committed you are to finding a new position, and (2) to indirectly enquire if other employers have found your candidacy impressive.
- If you are currently working while searching for a new position, the time you have been looking for a job is not as relevant as someone who is currently unemployed.
- If you are currently unemployed and have been looking for more than a few months, make sure that you imply that *you* have been the selector; the

Proudly Sponsored By: www.AbundantWealthSystem.com

"Start Making A Full Time Income Working At Home From Your Computer"

[Checks Are Mailed Every Two Weeks. Click Here For Free Info!](#)

- reason for you still looking is not because you haven't been offered other jobs, it's that you are looking for the right place to continue your career in.
- If you can, state that you have been offered positions from other employers, but you felt that you needed a:
 - 'Wider range of options'
 - 'A place where I really feel that I could make a contribution'
 - 'A role that would really challenge me and push me to my limits'
 - 'A firm with an outstanding reputation and opportunities for career development'
 - 'A company where I could have the opportunity to work with consummate professionals, those that take a real pride in their work.'

Use a phrase that make this particular company stand out to you. Emphasize that your career is in front of you, and you want to ensure that your decisions are the right ones so that your energy and skills are going in the right direction.

We hope you have found this eBook useful. We have received hundreds of testimonials from people who have told us that preparing with this eBook was one of the main factors that got them the job that they wanted.

So print it out and take it with you to every interview you have!

And feel free to share it with your friends.

Kind regards,



P.S. While you're looking for work, would you like to start earning secure money online, working only an hour a day from your own computer? Then check out the supplement on the next page.

I've used it myself to establish multiple "set and forget" streams of income online, and now earn money from my job AND the internet, so my income has dramatically jumped in the past few months. Check out how I did it below:

AbundantWealthSystem.com



Are You Ready To Make Thousands Of Dollars Weekly...Working Only One Hour A Day?

Need Proof? Click Here To See My Recent Earnings:

[CLICK HERE To Check Out Abundant Wealth System](#)

CHECKS ARE MAILED EVERY TWO WEEKS

If you could make an extra \$1000.00 - \$2000.00 per day working part time from your OWN COMPUTER would you give it a shot? You will be able to start living life on your own terms and stop being a slave to money. You will be able to make money on autopilot, while you're away on vacation, spending quality time with friends and family, and even while you're sleeping.

- **Start Making A Full Time Income Working From Home**
- **Become Completely Debt Free**
- **Quit Your Job & Start Enjoying Life**
- **Buy The Houses & Cars You've Had Your Eye On...**
- **Enjoy Making \$1000's A Day, Even While You Sleep!**

Wake up late and spend some quality time with your family. Go shopping in the middle of the day while everyone else is at work. Treat a loved one to a luxury cruise. Decide to go on vacation and fly off the next morning. The power of the Internet has enabled people like you and me to live the way we actually want! Don't let this important opportunity pass you by. Make a change and get started at my website today, **before the program gets full...**

This Information Can Only Be Found At This Website:

[CLICK HERE To Download Your Copy](#)