

# HOW TO ANSWER INTERVIEW QUESTIONS

*PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for interviewing. Please see our workshop schedule or contact a staff member for more information.*



## Quick Tips

- Understand the question
- Do not rush to answer
- Answer briefly and clearly
- Emphasize your skills and abilities
- Provide specific examples
- Maintain good posture
- Be aware of your body language

*Pennsylvania*  
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### **Tell me about yourself.**

Give a brief personal history and describe your qualifications for the position. You should pick out 3 personal attributes in advance, that you know will match with the position's job description.

### **Why should I hire you?**

Talk specifically about what skills/abilities you bring to the table and how you can get the job done well with these. You can also mention broader skills like "team player, hard worker" that show you are a qualified candidate. Make sure you always provide examples.

### **What are your weaknesses?**

Offer one of your strengths or skills as an area of improvement. Show the interviewer that you have thought about how you can improve this ability.

### **What are your strengths?**

Discuss your skills and personal attributes. Give examples of how these make you a better employee.

### **Where do you see yourself in 3-5 years?**

Be prepared to identify how this job can help bring about your long-term goals. If you are unsure about where you see yourself, state that you would hope to become a valuable employee and have had promotions or increased responsibilities.

### **How much do you expect to be paid?**

Avoid giving an exact number. Say that you would see yourself at the middle or top of a salary range, and you should always say that you are flexible.

### **Why do you want to work for this company?**

Before the interview, you should have done your research on the company. Make a statement that encompasses that research into your answer. Be truthful and show the employer why you are a good match with the company/position.

### **What are some of your interests or hobbies?**

Talk briefly about constructive hobbies or activities you do outside of work. This will show the interviewer a bit of your personality. Avoid any controversial hobbies.

### **What will your former employers say about you?**

If you want to know what your references will say about you specifically, give them a call and discuss what attributes they would mention in a reference check. Also, remember any projects or tasks that you accomplished well and use these when answering.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided. Phone 866-317-5627; TTY 877-5621; www.careerlinkpittsburgh.com, click on "Reasonable Accommodations"