

INTERVIEW QUESTIONS

An effective interview answer has two parts: structure and content.

Structure refers to the framework of your response. Provide the interviewer with a clear introduction to your response, support your response, usually with an example, and conclude your response. Focus on the basic points you're trying to convey.

Content refers to the substance of your answer. You must meet the interviewer's needs for relevant information, directly address the points raised in the question, and provide evidence of your strengths and ambitions.

Tell us about yourself.

This requires only a brief reply. They want to know about your self-confidence and your ability to handle yourself under pressure. Mention things you are most proud of and comfortable talking about.

Why do you want to work here? Why do you feel this site would be a good fit with your interests and background?

This gives the interviewer an idea of what really matters to you. Employers want to feel special. Include your research information in the answer. i.e. By looking at your website, I noticed you are a company dedicated to providing culturally competent, accessible, high quality mental health care for diverse and underserved adults, children, and families of Los Angeles suffering from mental illnesses or severe emotional disturbances. I want to be involved in this mission.

What are your strengths and/or weaknesses?

This is an excellent time to sell your skills. Identify your qualities and give examples of your accomplishments. The question regarding weaknesses is a chance for the employer to observe how you handle yourself under pressure. Don't highlight a weakness that would question your job performance. Discuss a weakness which could be a strength, discuss how you are working to improve this weakness, and turn the negative into a positive.

Where do you see yourself in three-five years?

Interviewers ask this question because they want goal oriented people. Have some direction or goals in mind and be ready to talk about them. Talk about the skills you would like to develop. You don't have to have a job title in mind to strive for but discuss the areas of growth you would like to focus on.

How are you qualified for this job? Why should I hire you?

Explain how your background, experience, training, and personal qualities relate to the position you are applying for. Give examples of times when you have demonstrated these qualities.

What kind of salary do you need to join our organization?

Do your research. Know what salary you need to live on. Find out what others are making in this type of position and organization. Consult salary surveys to find out this type of information.

ADDITIONAL QUESTIONS

Why did you choose your major?

What have you done that you would consider to be innovative?

Describe a situation when you were able to successfully communicate with another person, even when that person did not like you.

When you have been a member of a team, what has your role been? How did you interact with other members of the team?

If you saw a co-worker doing something dishonest, what would you do about it? Would you tell your boss?

What are you most proud of?

You're on the phone with another department resolving a problem. The intercom pages you for a client on hold. Your manager returns your monthly report with red pen marking and demands corrections within the hour. What do you do?

Tell me about a time that you took on a job because it had to be done, even if it wasn't your responsibility?

Name 3 adjectives that describe you and why?

If I were talking with your supervisor, how would that person describe you?

What are 2 examples of tasks that you do not particularly enjoy doing? How do you remain motivated to complete these tasks?

What types of people do you work well with? What types of people do you not work well with?

Describe a situation from your work experience in which you felt you went above and beyond what was required.

Give me an example of when you needed to enforce a policy even if you didn't agree with the policy.

Why do you want this job?

How do you keep yourself balanced and what do you do to de-stress?

QUESTIONS TO ASK THE EMPLOYER

What type of training will I get for this position?

What is the supervision style like?

What are typical projects I will be working on?

How often are performance reviews given?

What is your organization's view of the ideal candidate for this position?

How is professional development supported?

How are teams used in your organization? Is there a lot of collaboration between staff?

What challenges currently face this organization and position?

When are you looking to make a decision and when would the person chosen for the position start?