

“Tell me about yourself”

- If you are an excellent fit for the job
- The “*present-past-future*” formula is a way to share key background points while ending on a high note.
- Tips for Giving the Best Answer
 - Transition to professional from personal.
 - Share your expertise.
 - Be careful not to overwhelm the interviewer.
 - Be honest.

What Not to Say

- Don't share too much or too little information. .
- Avoid potentially contentious subjects such as political or religious leanings,
- Don't talk about a hobby that might seem to be more important to you than your career.
- Avoid sharing personal information about your family.

“Why Should We Hire You?”

- Match your qualifications to a job

Tips for Giving the Best Answer

- **Research the company ahead of time**
 - **Show how you will add value.**
 - **Keep your response short and focused.**
- What Not to Say
 - **Don't give a memorized response.**
 - **Don't make it about you.**

"What Is Your Greatest Strength?"

- If your strengths align with the needs of the company and the job's responsibilities.
- Tips for Giving the Best Answer
 - **Prepare a response**
 - **Discuss your key strengths**
 - **Share what you have to offer**
- This is not the time to be humble.

"What Is Your Greatest Weakness?"

- Whether you are qualified to do the job.
- You can mention skills that aren't critical for the job, discuss skills you have improved on, or turn a negative into a positive.
 - *Discuss Non-Essential Skills*
 - *Mention Skills You Have Improved*
 - *Turn a Negative Into a Positive*

What Not to Say

- Don't go overboard.
- Don't say that you're perfect.
- Keep it positive.

“What is your Career Goals?”

- Start with short-term goals, then move to long-term goals.
 - Explain the actions you’ll take.
 - Focus on the employer
 - Take the Time to Practice

What Not to Say

- Avoid discussing salary.
- Avoid delving too deeply into specifics.

“Please tell me about your Educational Background”

- To learn how it has prepared you for the job.
- If your academic background is not very extensive or does not meet the requirements of the position:
 - Connect your education to the job.
 - Consider extracurricular activities.
 - Consider transferable skills.
 - Go beyond the resume.
 - Don't be modest.
 - Don't lie.

"Do You Have Any Questions for Me?"

- **Questions about the role:**
 - What's the company organization and management style like?
 - What are you looking for in a candidate?
- **What Not to Ask**
 - Off-work activities
 - The interviewer's personal life or office gossip
 - Things you could answer yourself
 - Salary and benefits
 - Very complicated or multi-part questions