

Titlul resursei educaționale: Top 10 Job Interview Questions

Tema vizată: Verbal and nonverbal communication at the workplace

Disciplina: limba engleză

Unitate de învățământ: Colegiul Tehnic „Traian Vuia” Oradea

Clasa: a XI-a liceu, filiera tehnologică, ruta directă de calificare profesională

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Top 10 Job Interview Questions



Active Communication Training in Vocational Education

Practise strong, specific answers that connect your experience to the employer's needs

What to Do First

First impressions start before the first question.



Q1: Tell Me about Yourself



Lead with your strongest benefit

Be specific and offer a razor-sharp sentence.

"I am strong in developing training programmes and loss prevention techniques. I saved \$2.3 Million for my employer during the past 11 years. **I can do the same for you.**"

Q2: What Were Your Responsibilities?

1

Connect

Connect your responsibilities to the job description for the new position.

2

Be honest

The hiring manager could check with your referees.

3

Describe in detail

Use clear phrases like, “*I was responsible for* managing daily operations, ensuring tasks were completed efficiently. *I also collaborated with* colleagues and stakeholders *to solve* problems, *improve* processes, and *deliver* consistent results.”

Q3: What Did You Like or Dislike?

What you liked

- I enjoyed the people I worked with.
- It was a friendly and fun atmosphere.
- The leadership team was great.
- The office tried community outreach with local organisations.

What you disliked

- I was not challenged enough.
- I was not able to reach my full potential.
- My skill set could be utilized better elsewhere.
- Opportunities were limited by company structure and size.



Q4: How Did You Handle Major Challenges?

“

During a difficult financial period, I was able to satisfactorily negotiate repayment schedules with multiple vendors.

“

A long-term client was about to take business to a competitor. I changed how we handled the account day-to-day and kept the business.

”

Q5: What Is Your Greatest Strength?



Customer service

I resolve difficult situations with care.



Teamwork

I work well with many different people.



Focus and organization

I keep many projects on track at the same time.



Time and delegation

I anticipate project time and delegate appropriate tasks.

Q6: What Is Your Greatest Weakness?

Choose a weakness carefully

Mention skills that aren't essential for success in that job, then show improvement.

- **Time management:** avoid spending too long or taking on tasks that can be delegated.
- **Perfectionism:** use attention to detail while still meeting deadlines.
- **Organizational skills:** implement a time management system.
- **More tasks:** learn to work on many projects at the same time.



Q7–Q9: Pressure, Change, and Motivation

How do you handle stress?

Stay calm under pressure, react to situations, prioritize responsibilities, and use good stress to stay motivated.

Why have you left your job?

You may be seeking a bigger challenge, relocating due to family circumstances, or affected by corporate restructuring.

Why do you want this job?

Your qualifications will make a difference. You want to be part of the business as it grows.

Q10: Why Should We Hire You?



01

Think of the job listing

Start with what the employer says they need.

02

Match your qualities

Show the qualities that fit those requirements.

03

Keep it concise

Focus on your uniqueness and the value you will bring.

Wishing you good luck in your new job!