

Basic Interview Questions

Interview Preparation Guidelines

This document outlines common interview questions along with guidance on how to structure strong, professional responses. These questions are frequently asked across various industries and roles.

1. Tell Me About Yourself

Purpose:

To understand your background, experience, and how you align with the role.

How to Answer:

- Start with your current position.
- Briefly summarize relevant past experience.
- Highlight key skills related to the job.
- End with why you're interested in this opportunity.

Structure Tip:

Present → Past → Future

2. Why Do You Want to Work Here?

Purpose:

To assess your interest in the company and role.

How to Answer:

- Mention something specific about the company.

- Align your skills with the company's goals.
- Show enthusiasm and long-term interest.

Avoid:

Generic answers like “I need a job” or “It’s close to my home.”

3. What Are Your Strengths?

Purpose:

To evaluate your core competencies.

How to Answer:

- Mention 2–3 relevant strengths.
- Support each with a short example.
- Connect them to the job requirements.

Example Format:

- Strength
- Brief example
- Result



4. What Is Your Greatest Weakness?

Purpose:

To assess self-awareness and growth mindset.

How to Answer:

- Mention a real but non-critical weakness.

- Explain how you are improving it.
- Show measurable progress if possible.

Avoid:

“I don’t have any weaknesses.”

5. Why Should We Hire You?

Purpose:

To determine your value proposition.

How to Answer:

- Highlight relevant skills and achievements.
 - Emphasize cultural fit.
 - Focus on how you can solve their problems.
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6. Describe a Challenging Situation and How You Handled It

Purpose:

To assess problem-solving and behavior under pressure.

Recommended Method:

Use the **STAR Method**

- **S** – Situation
- **T** – Task
- **A** – Action
- **R** – Result

Keep answers structured and results-focused.

7. Where Do You See Yourself in 5 Years?

Purpose:

To evaluate career goals and stability.

How to Answer:

- Show ambition.
- Align growth with the company.
- Avoid unrealistic or unrelated goals.

8. Why Did You Leave Your Previous Job?

Purpose:

To assess professionalism and attitude.

How to Answer:

- Stay positive.
- Focus on growth or new challenges.
- Avoid speaking negatively about past employers.

9. How Do You Handle Pressure or Tight Deadlines?

Purpose:

To evaluate time management and stress control.

How to Answer:

- Provide a real example.

- Mention prioritization techniques.
 - Highlight successful outcomes.
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10. Do You Have Any Questions for Us?

Purpose:

To evaluate engagement and interest.

Always ask thoughtful questions such as:

- What does success look like in this role?
 - What are the next steps in the hiring process?
 - How would you describe the team culture?
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General Interview Tips



- ✓ Research the company beforehand
 - ✓ Review the job description carefully
 - ✓ Practice structured answers
 - ✓ Maintain confident body language
 - ✓ Be honest and professional
 - ✓ Keep answers clear and concise
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Final Preparation Checklist

- Review your resume thoroughly
- Prepare examples using the STAR method

- Practice answering out loud
 - Dress appropriately
 - Arrive early (or test your virtual setup)
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Objective:

The goal of this guide is to help you prepare confident, structured, and professional responses for common interview questions across various roles and industries.

