

# THE AVERY POINT GROUP

Let Us Lead You to Executive Talent <sup>SM</sup>

## *More Classic Interview Questions*

The typical interview will focus around four basic types of interview questions. By knowing what they are you will be better prepared for your next interview.

**Resume related questions:** These questions will relate to your past experience, skills, job responsibilities, education, upbringing, personal interests, and so on. These questions will require accurate, focused answers, since your resume consists of facts which tend to be quantifiable (and verifiable). Try to avoid answers which exaggerate your achievements, or appear to be opinionated, vague, or egocentric.

**Past performance related questions:** With these questions interviewers will usually want you to comment on your abilities and assess your past performance. They'll ask self-appraisal questions like, "Tell me about a work-related accomplish that you are most proud of and why?" Or questions like, "Can you tell me about a situation in which you... ?".

**Hypothetical scenario questions:** With these questions interviewers will want to know how you respond to different situations. These questions will ask you to explore hypothetical scenarios that may occur in the future. "How would you handle this type of situation?" or, "How would you go about laying off 130 employees?" or, "How would you handle customer complaints with regard to a major quality issue?" are typical situation questions.

**Stress questions:** Some employers like to test your ability to think on your feet with stress questions such as, "It's obvious your background makes you totally unqualified for this position. Why should we even waste our time talking?" Stress questions are designed to evaluate your emotional reflexes, creativity, or attitudes while you're under pressure. The best way to handle these types of questions is to stay calm and give carefully considered concise answers.

Even if it were possible to anticipate every interview question, memorizing dozens of stock answers would be impractical, to say the least. The best policy is to review your background, your priorities, and your reasons for considering a new position; and to handle the interview as honestly as you can. If you do not know the answer to a question, just say so, or ask for a moment to think about your response.