



YOUR GUIDE TO:

*Answering the **6** most
frequently asked job
interview questions*

★ **That have been around forever !**

Hey there!

I'm Lorraine Kolega Hubbard, a certified career coach. As a former Global Talent Director, FAST-TRACKING careers was my full-time job, and now I'm thrilled to do the same as a career coach.

Throughout my career, I've interviewed thousands of people at all levels, and I've learned what separates good candidates from great ones. For this Guide, I use insights from my time hiring top talent, particularly the moments when I wanted to make an offer on the spot!

Here's something you should know: I only hired smart people. Smart candidates nailed the most common—and sometimes annoying—interview questions because they were prepared. They knew questions like these, often just reworded, would come up.

So, here they are—the six most frequently asked interview questions that never seem to go away, along with tips and examples to help you craft your own unique answers. Remember, while these examples can guide you, personalizing them is key to standing out from the crowd.

I'd love to help you find your next exciting opportunity! Learn more about me and my services at: careercoachunfiltered.com



*I'm rooting for you!
Lorraine*

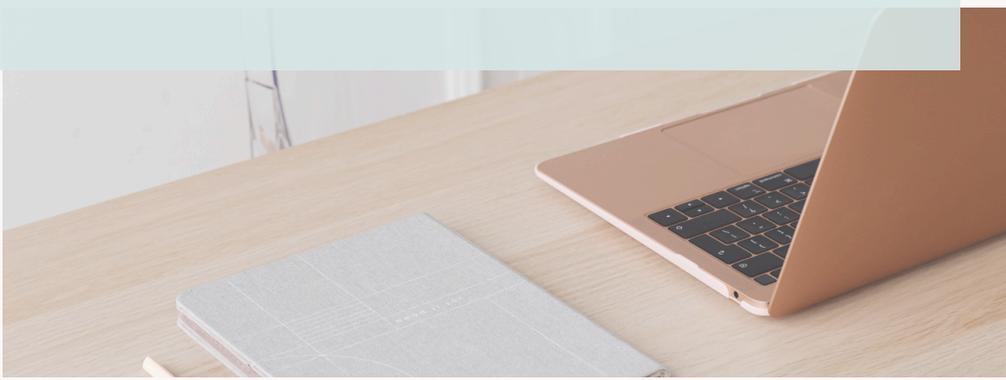


6 Interview Questions:

(Click on question)

- 1. Tell me about yourself?*
- 2. Why should we hire you?*
- 3. Why do you want to leave your current company?*
- 4. What is your greatest strength?*
- 5. What is your greatest weakness?*
- 6. Where do you see yourself in 5 years?*

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1. Tell me about yourself?

You won't be able to escape this question. Since it's usually asked at the beginning of the interview, a great answer will set a positive tone for the rest of the interview. Prepare in advance so you don't start rambling!

EXAMPLE

" I have [X years] of experience in [overall area of experience, like sales, project management, etc.], where I've developed a strong expertise in [skill 1] and [skill 2]. In my current role, I had the opportunity to [describe an action, e.g., create, design, improve], and I'm proud to say as a result, we [give metrics, e.g., improved by 30%]. What excites me about this role is that the required skills align with my strengths, particularly in [highlight a relevant strength], and I'm really interested in [mention something specific from the job description]. This makes this role an ideal next step for me. Outside of work, I'm passionate about [personal interest or hobby], which helps me stay balanced and energized."

TIPS

- ✔ **Focus on Relevance:** Ensure your skills and accomplishments directly relate to the job you're applying for.
- ✔ **Be Specific:** Use metrics to quantify your achievements. This will make you stand out!
- ✔ **Show Enthusiasm:** Clearly explain why the role excites you and why it's a good fit for your career progression.
- ✔ **Personal Touch:** Include a personal interest or hobby. This will make you more memorable and relatable.

2. Why should we hire you?

TIPS

- ✓ **Highlight Key Skills:** Directly address the skills mentioned in the job description.
- ✓ **Show Resourcefulness:** Provide a concrete example of your ability to quickly learn and adapt. (If this is true).
- ✓ **Emphasize Team Fit:** Highlight your personality traits and how they contribute to a positive team dynamic.

BONUS TIP

I love the idea of giving **3 reasons**. It shows confidence in your abilities!



EXAMPLE

“First, you and the job description emphasized the importance of [XYZ skills] to be successful in this role. I hope I’ve demonstrated my strengths in these areas and, more importantly, the success I’ve achieved, such as [briefly mention an example discussed earlier in the interview]. Second, I’m naturally curious and resourceful. What I don’t know, I’m quick to figure out without wasting people’s time. For instance, [brief example of a situation where you quickly adapted or learned something new]. Third, I’m known for being a team player with a good work ethic, a great sense of humor, and resilient when things don’t go smoothly. [Make this your own, think about why you’ll be a great team member, show a bit of your personality]

3. Why do you want to leave your current company?

EXAMPLE

(I picked this example because it's true for many people.)

"I think continuous learning is essential in any job. I've always sought ways to get better in my current role and also prepare myself for future roles. While I really enjoy my job and team, I feel I've reached a ceiling in terms of learning and growth. This role offers the opportunity to further develop my skills (give examples) and I'm excited about the company's commitment to growth and development, which aligns perfectly with what I'm looking for now."

TIPS

- ✓ Never speak negatively about your current employer or colleagues.
- ✓ **Focus on Career Goals:** Emphasize your desire for continuous learning both in terms of always getting better at your current job and preparing yourself for future roles.
- ✓ **Highlight Learning Opportunities:** Mention how the new role offers opportunities to develop new skills.



4. *What is your greatest strength?*



EXAMPLE

(This is a good answer only if true for you.)

"My greatest strength, and what will set me apart from other candidates, is my adaptability.

I have a track record of getting up to speed quickly. Whether it's learning new technologies, new processes or adjusting to different team dynamics, I'm able to adapt and deliver results quickly (offer example) The reason it's a strength is because I'm naturally curious. I'm resourceful in figuring things out by asking the right questions to the right people and really listening."

TIPS

✔ **Choose a relevant strength:** Select a strength that aligns with the key skills or qualities required for the job. Adaptability, in the example, happens to be a key skill desired by most companies.

✔ **Be Specific and show Impact:** Explain how this strength has positively impacted your work, team, or organization.

✔ **Be Honest:** Choose a genuine strength that you can discuss confidently and comfortably.

5. *What is your greatest weakness?*

You can bet companies will ask about your greatest weakness primarily to assess your self-awareness, honesty, and willingness to improve. It's not about finding flaws but rather understanding how you handle challenges and whether you have the mindset to grow. This example happens to be a weakness for so many people! If it's a weakness for you, feel free to use it.

EXAMPLE

"One of my greatest weaknesses has been not prioritizing my own development, which I realized was limiting my potential both in my current role and my future ambitions. I'm driven and I know I want to progress my career, but I wasn't investing the time to build the skills that would help me excel now and prepare for what's next. Recognizing this, I've taken proactive steps to turn it around. I've set up bi-weekly reminders in Outlook to carve out dedicated time for my development, focusing on specific skills that will help me achieve my goals. I've also involved my manager in this process, requesting that my progress be a part of our regular performance discussions. This accountability not only keeps me on track but also ensures I'm consistently moving forward."

TIPS

- ✔ Your answer should not relate to the skills required for the job.
- ✔ Be authentic. Pick a real weakness so you can confidently talk about it.
- ✔ Always discuss actions you're taking to solve the problem.
- ✔ If possible, try to be original, and pick something that has not been overused like public speaking or perfectionism.

6. Where do you see yourself in 5 years?

This question is tricky because you can never be sure what the interviewer is really looking for. Are they testing your ambition or your loyalty? Your best bet is to play it safe, smart, and balanced by sharing your current career goals honestly, but without overcommitting.

EXAMPLE

"In the first couple of years, my focus will be on continuous learning, delivering high performance, and becoming the best at my current job. By doing this, not only do I benefit, but I believe I can contribute significantly to the team and company's success.

As I grow in my role and gain more insights into my strengths and the company's direction, I'll have a clearer sense of where I can add the most value in the long term. This might include exploring roles like [insert specific roles if you know] that align with both my skills and the company's needs.

Ultimately, my plan is to continuously close any skills gaps and evolve alongside the team, so that I'm well-prepared for future opportunities that align with my career goals and the company's success."

TIPS

- ✓ **Show Commitment and Flexibility:** Focus on excelling in your current role while being adaptable to future possibilities
- ✓ **Highlight Immediate Value:** Emphasize learning and high performance. This signals that your immediate priority is contributing to the team and company.
- ✓ **Demonstrate a strategic mindset:** Assess your strengths and the company's needs. This highlights thoughtful career planning without rushing into the next role.
- ✓ **Keep Future Options Open:** Mention possible roles without locking into one path. This allows flexibility and aligns with changing company needs,.





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