

Job Interview Questions and Answers

1. Tell me about yourself (請自我介紹)

這個問題通常會是面試的開場白，請特別注意不要回答得太冗長，請在2分鐘內回答完畢，答案中請涵蓋四項主題：學習情況、工作歷程、核心競爭力及最近一次的工作經驗。這題算是整個面試過程的暖身題，要好好把握並強調自己的強項！

你可以參考以下答案：

I graduated from (1) _____ University. My working experience has been gained from (2) different jobs which include _____, _____, _____ and _____. In terms of (3) core competencies (4), I see myself as having the following skills, _____, _____, _____ and _____. (5).

(1)我畢業於...

(2)我的工作經驗有...

(3)在...方面

(4)核心競爭力

(5)例如：領導能力、規劃能力、風險排序能力、時間管理能力、資源分源能力

2. Why do you want to work for this company? (你為什麼要應徵這份工作?)

如果你事前有做功課的話，就可以作為回答這一題的依據。你可以說，根據你的了解，貴公司所從事的產業是你很嚮往的，你為此做了些許的研究，並且有信心可以為公司創新...等等。

你可以參考以下答案：(以應徵服務業為例)

I would like to work for A company (6) because I find that the goals of the company are in line with (7) what I would like to achieve as one of my personal goals. My goal is

_____ (to put clients first) (8) when it comes to decision making. My philosophy on how one should provide service to clients is to ask how we can help the client achieve his/her goals, rather than (9) how much profit we can make from him or her.

(6)我想為貴公司工作

(7)與...一致

(8)顧客至上

(9)而不是...

3.What can you do for us that someone else can't? (你覺得你在這職務中優於其他人的地方是?)

回答這一題時請以實例陳述自己如何將一件事情做好，並強調當中你所達到的成就，讓你的打工/社團經驗看起來是有價值的。也不妨提一下在這過程中你遇到過什麼問題、你如何解決。總而言之，盡可能以充足的信心強調你的能力與優勢。

你可以參考以下答案：

I believe that I am able to use my leadership skills to lead a team successfully. My past experience has proven (10) that I am _____ (results driven) (11) and can _____(achieve the required goals within the time allocated) (12). I have been able to do this because of my ability to prioritize, _____(identify problems that occur in the field, and make necessary decisions when needed) (13).

(10)我過去的經驗證明了...

(11)結果導向的

(12)在分配的時間內達到目標

(13)辨識所發生的問題，需要的時候作出必要的決定

4.What are your strengths/weaknesses? (你的優點/缺點為何?)

面對這種問題，你可以將焦點放在優點上，至於缺點，則盡可能的將它轉化為正面的。

你可以參考以下答案：

I would consider my ultimate strength to be (14)_____ (working with unmotivated staff). I believe that my motivational skills are beneficial for employees that are not reaching their potential and need someone to give guidance and mentoring. In terms of weaknesses, I feel that my (lack of patience) (15) with myself has almost always forced me to go the extra mile. Never giving myself (an opportunity to rest or reflect) (16).

(14)把...視為是/認為是...

(15)缺乏耐心

(16)休息或反省的機會

5. Are you willing to work overtime?(你願意加班嗎?)

回答這個問題時要很小心，你想表達出你對工作的承諾，但也想說明清楚可以做到的範圍，以免將來被剝削。公司應該不會只因為某個人願意一週工作 80 小時就錄用這個人。

你可以參考以下答案：

I would be more than willing to work overtime if the company needed me to do so. I do believe that fulfilling your responsibilities is very important in any job and reaching your goals within a certain time is part of that.

If_____ (I am behind in my work) (17), or if the company_____ (on certain occasions) (18) had special projects that needed extra effort, I would be the first to volunteer.

(17)我的工作進度落後

(18)在某些情況下

6. What do you feel this position should pay?(你的期待薪資為何?)

薪水是個微妙的問題，相信你也很有在乎你可以拿到多少薪水。建議你多多了解這個工作實際內容是什麼之後，再來審慎回答這個問題，當然心裡對自己大約可拿多少薪水要有個底。面試官在面試過程也許也會試想你應可拿多少薪水。總之，不要給面試官”我只在乎錢”的印象。

你可以參考以下答案：

I understand that the range for this job is between (19) (\$25,000 and \$35,000). That seems appropriate for the job as I understand it (20). Or Perhaps you can help me on this one. Can you tell me if there is a range for similar jobs in the organization?

(19)這個工作的(薪水)是介於...

(20)就我所知

7. If we hire you, when will you be available to start? (如果我們雇用你，何時可以來上班?)

這個問題要回答得很明確，不要告訴面試官何時可上班後，又突然更改時間，這對公司來說會很麻煩，因為原本安排好給你的新人訓練計劃都得因此打亂。切記不要造成公司的困擾。

你可以參考以下答案：

I will be available on the 5th of July.

8. Do you have any questions?(你有什麼問題嗎?)

你可以問你覺得還不清楚的地方，面試官給你這個機會千萬別因為害羞不敢問而錯失喔，尤其是如果你事先有研究過這家公司，在面試過程中也許會有些資訊是沒有談到、而你也想了解的，就可以趁這機會提出來談，這能讓你更清楚，你與這家公司彼此到底適不適合。

你可以參考以下答案：

Does the company provide any employee benefits specifically related to training?

The 50 Most Common Interview Questions:

Job Interview Question: What are your strengths?

Skills: The best way to respond is to describe the **skills** and experience that directly correlate with the job you are applying for. Be prepared to answer by making a list of the qualifications mentioned in the job posting. Then, make a list of your skills that match those listed. This list can include education or training, soft skills, hard skills, or past work experiences. Narrow your list of skills down to 3-5 particularly strong skills.

Next to each skill, note a particular example of how you have used that strength in the past.

Example 1: Have an extremely strong work ethic. When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule. Last year, I even earned a bonus for completing my three most recent reports one week ahead of time.

Example 2: I am a skilled salesman with over ten years of experience. I have exceeded my sales goals every quarter and I've earned a bonus each year since I started with my current employer.

Example 3: I pride myself on my customer service skills and my ability to resolve what could be difficult situations. With five years of experience as a customer service associate, I have learned to effectively understand and resolve customer issues. On a related note, I also have strong communication skills, which helps me work well with customers, team members, and executives. I am known for being an effective team

member with a talent for giving presentations.

Job Interview Question: What are your weaknesses?

Skills:

1. **Discuss Non-Essential Skills:** For example, if you are applying for a nursing job, you might share that you are not particularly adept at conducting group presentations. In this case it will be critical to underscore your strength in one-on-one communication with patients, while providing an example of your difficulty with presentations to large groups.
2. **Mention Skills You Have Improved:** You can sketch for employers your initial level of functioning, discuss the steps you have taken to improve this area, and then reference your current, improved level of skill.
3. **Turn a Negative into a Positive**

What are your weakness example answers

Examples 1: Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.

Example 2: I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.

Job Interview Question: Tell Me About Yourself

Skill:

1. **Avoid Politics and Controversy:** It's important to avoid any references to topics that would cause concern about your ethics, character, productivity, or work ethic
2. **Transition to Professional from Personal:** After sharing a few interesting personal aspects of your background, you can transition to sharing some key professional skills that would help you to add value if you were hired for your target job.

Tell me about yourself example answer

Example: "I like to manage people and be involved in interesting projects. I have been working for IBM for the past six years, but I am looking for a new challenge right now. I like to do sports, especially athletics. I spend free time with my wife and kids.

Job Interview Question: Tell me how you handled a failure

Skill: Typically it is safer to cite failures that were not very recent. Be ready to describe your strategy for self-improvement in detail

Tell me how you handled a failure example answer.

Example 1: "I have always lived by the maxim that nobody is perfect, so I am relatively comfortable taking responsibility for my shortcomings. My approach is to figure out what I could change to avoid similar circumstances in the future. I look to my professional colleagues in similar jobs and co-workers at my organization for suggestions on how to improve. I am aggressive about taking workshops, training seminars and online tutorials to upgrade my skills.

"

Job interview question: How would you describe yourself?

Skill: you should shape your answer to fit the particular job, authenticity is still important. Your answers should be positive but genuine.

How would you describe yourself example answer

Example 1: I'm a people person. I really enjoy meeting and working with a lot of different people, and am known for being a great listener and clear communicator, whether I'm engaging with colleagues or employers.

Example 2: I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner. I thrive in team settings, and I think my ability to effectively communicate with others is what drives my ability to solve a variety of problems.

Job Interview Question: How Will Your Greatest Strength Help You Perform?

Skill: Be Specific: When you respond, relate your strengths to both the job description and your ability to perform at work.

How will your greatest strength help you perform? (Example answers)

Example 1: My greatest strength is my ability to work effectively with many different people. My strong communication skills have made me an effective project manager on dozens of projects over the past five years. Because this job involves a lot of team projects, I know that my communication and interpersonal skills and make me an ideal fit for the position.

Example 2: My organizational skills are my greatest strength. I'm capable of keeping many projects on track at the same time. At my last job, I was typically assigned to be project manager on any team assignments, due to my ability to stick to deadlines and keep track of our team's progress. These organizational skills would allow me to effectively juggle all of the day-to-day operations of the office as office manager.