

WHAT YOU SHOULDN'T ASK?

- Questions that sound as though you are interviewing the interviewer.
- Questions that broadcast that you haven't done your homework about the company.
- Questions about the last person who had the job for which you are applying.

5. Questions you should be prepared for

- What do you know about our company?
- What qualifies you for this position?
- Why do you want to work here?
- Why are you looking to change positions?
- What are your strengths and weaknesses?
- What do you like most and least about your current position (or supervision)?
- Why are you leaving your present position?
- Where do you see yourself in 5 years time
- What are the best and worst things your boss would say about you?
- What can you do for us that someone else can't?
- What salary are you looking for?

Answers to some difficult questions?

- How much money do you want?
Only indicate what you are presently earning and that salary is one of several factors you are considering. Tell the interviewer that the opportunity is the most important consideration. "It could be that the client really pressurizes you about money. Tell the client exactly what you are earning at the moment and say "I'm on..... at the moment and I'm sure that you will make me a fair offer in line with the industry standards."

"I am sure you will make me a fair offer based on what you think my capabilities are. My acceptance of an offer will be primarily based on the opportunity that is being offered as opposed to the money that I can earn. I know if I succeed the money will come anyway."

- Tell me about yourself. Your recent experience is most important. Brief coverage of previous experience and education can also be useful
- What do you think of your boss? Create a positive image, even if this is not the case.
- Why should we hire you? Explain why this is a logical position for you. Let the interviewer know that you will be an asset to the company