

**2. Why did you leave your last job? Why are you leaving your current position?**

This is a difficult, critical question. Do not bad-mouth previous employers. Don't sound too opportunistic. It is good to state after long personal consideration, you wanted an opportunity to expand your background or knowledge. You feel your chance to make a contribution at this time is very low and that you are seeking a company with greater opportunities. For example: "I achieved my goals there and began looking for new challenges. It became apparent that I would have to look elsewhere to find those opportunities." You could then explain what your goals were, how you met them and where you see yourself going now.

**3. What do you consider your most significant accomplishment?**

This can get you the job. Prepare extensively. Tell a brief story, which includes details and your professional involvement. The problem, action, resolution organization works well here. Describe a situation that presented a problem, detail what actions you took to resolve it, and discuss what the resolution was. This should be an accomplishment that was truly worth achieving. Some aspects that you could discuss include hard work, deadlines, overcoming obstacles, important company issues and relations with co-workers.

**4. Why do you believe you are qualified for this position? Why should I hire you?**

Pick two or three main factors about the job and about you that are most relevant. Discuss for two minutes, with specific details. Select a technical skill, a specific management skill (organizing, staffing, planning) and a personal success story.

**5. Have you ever accomplished something you did not think you could?**

Show you are goal-orientated and have a strong work ethic, personal commitment and integrity. Provide a good example where you overcame numerous difficulties to succeed. Prove you are not a quitter and you'll get going when the going gets tough.

**6. What do you like/dislike about your current position?**

The interviewer may be trying to determine your compatibility with the open position. Stating you dislike overtime or dislike specific details, or that you dislike "management," can cost you the position. There is nothing wrong with liking challenges, high-pressure situations or opportunity to grow, or disliking bureaucracy.

**7. How do you handle pressure? Do you like or dislike these situations?**

High achievers tend to perform well in high-pressure situations. Conversely, this question also could imply that the position is pressure-packed. If you perform well under stress, provide a good example with details, giving an overview of the stress situation. Try to relay the situation as a challenge rather than focusing on your ability to handle pressure. The interviewer will see you turn a negative into a positive situation.

**8. Good employees can take the initiative and get the job done. Can you describe yourself in terms of this statement?**

A proactive, results-oriented person does not need constant supervision. To convince the interviewer you know how to take initiative, you must describe a situation in which you were self-motivated. Discuss at least one example in depth. (You should have at least three examples.) Demonstrate a strong work ethic and creativity.