

COMMON INTERVIEW QUESTIONS

Provide answers

Name _____ Date _____

You're wearing your best interview clothes and facing your best friend, who's wearing the most inscrutable hiring-manager face she can muster. You've carefully positioned a video camera to record your every move.

All is in place for your mock interview.

"Tell me about yourself," your friend/interviewer intones, adjusting her glasses and gazing steadily into your eyes.

What should you tell her? What would you tell a real recruiter or hiring manager?

What other kinds of questions do recruiters ask? Following are 10 more, plus ideas for how to answer or the kinds of competencies the interviewer is seeking.

1. Tell me something about yourself.

Currently, I am a student at George Washington High School and am attending the Guam Community College Lodging Management Program. From my 2 year experience, I've developed the knowledge of what's expected in the hospitality industry and have gained hands-on experience with tasks such as table setting. It's clear that you're looking for someone who understands the needs of a server. As someone with experience, I thrive on making sure my work meets expectations and to hopefully become a new member of your team.

2. What are your short term and long-term career goals?

I would love to develop my hospitality skills over the next several years. I understand in the hospitality industry, we work to satisfy the needs of guests and collaborate creatively with different departments to ensure success. I believe this experience will serve me well in achieving my ultimate goal of someday leading my own business.

3. Why did you apply for a job?

I applied for a job because my goal in life is to make others happy which is what this industry provides. I want to grow more educationally and spiritually as a person, an employer, a team member, and one with the guest. With this job I am looking forward to spreading the Hafa Adai spirit, learning more about the hospitality industry, and working my way up.

4. What are your greatest strengths and weaknesses?

I am a natural problem solver. I tend to find it exciting and enjoyable to uncover solutions to challenges. I am also very enthusiastic and enjoy satisfying the needs of others and bringing a smile to anyone and everyone which is what drew me to this career path in the first place. Since I enjoy meeting the needs of others, I often find myself in situations where I tend to say yes instead of no which results in a work overload for me. Although at first it seems impossible, I work very well with time management to make it possible.

5. Describe a situation where you had to collaborate with a difficult situation and how did you handle it?

Being someone who likes to get involved in clubs and organizations, sometimes I come across situations where I am needed to complete multiple tasks before a certain deadline. Here time management is needed instead of worrying and stressing, so I took it upon myself to prioritize what's important and how long I need to spend on a certain assignment. At the end of the day, everything is completed and I am ready to take on another project.

6. Describe a situation when you needed to take initiative or worked as a team with accomplished goals.

As a student, I enjoy collaborating and doing projects with a team. In the process, we all ensure the team does their part and is in the loop of what is happening. For instance, we are often brainstorming ways to carry it out to the best of our capability, our ultimate goal. In the process, it is always a task of ours to get together and form a reasonable schedule, list of needed materials, etc. that way our final result is successful and beyond expectation.

7. How do you work under pressure or how do you handle pressure?

Over time I've discovered how to embrace working under pressure, which is only a challenge that pushes me to grow. As a student I am constantly working with assignments and projects that often have the same deadline. Instead of letting the pressure get to me, I simply resort to a reasonable time management plan to boost efficiency and deliver work on time and to the best of my capability.

8. How do you handle criticism and/or instructions from a superior?

Criticism and instructions from anyone, especially a superior, is taken as a learning experience. If I am told to do something I'd only see it as one more step toward success and would therefore follow what I was told to enhance my work skills.

9. How has school prepared you for a job?

School has prepared me numerous ways for preparing for a job by providing me the proper education such as math and english. In addition, I am currently in the Guam Community College Lodging Management Program where we learn about the history of the Hospitality Industry, its purpose, get hands-on experience and many more to prepare us for the real world.

10. Why should we hire you?

You should hire me because I am dedicated, hard working, and desired for duty which is what your employers are expected to uphold. I would be an excellent employer, eager to satisfy the needs of every guest to the best of my capability and will go beyond my expectations to represent the company to the best of my ability.

COMMON INTERVIEW QUESTIONS

Provide answers

Name _____ Date _____

You're wearing your best interview clothes and facing your best friend, who's wearing the most inscrutable hiring-manager face she can muster. You've carefully positioned a video camera to record your every move.

All is in place for your mock interview.

"Tell me about yourself," your friend/interviewer intones, adjusting her glasses and gazing steadily into your eyes.

What should you tell her? What would you tell a real recruiter or hiring manager?

What other kinds of questions do recruiters ask? Following are 10 more, plus ideas for how to answer or the kinds of competencies the interviewer is seeking.

1. Tell me something about yourself.

I am currently a junior at George Washington High School. For the past few years, I've learned to multi-task and manage my time between school, sports, and my responsibilities at home. I am hardworking, determined and reliable.

2. What are your short term and long-term career goals?

My short term career goal is to gain experience in the hospitality industry by working with different people, learning about different occupations and gaining a better perspective on how things work in the hospitality industry. My long term career goal is to gain management experience and assume a leadership position.

3. Why did you apply for a job?

I applied for this job because I believe I will be able to learn a lot from working here. Working here will help me gain experience in the hospitality industry and help me obtain additional skills that I will need in my future career.

4. What are your greatest strengths and weaknesses?

My greatest strengths include being patient, reliable, and ambitious. I am also an effective communicator, team oriented person, and creative thinker. My greatest weakness is my lack of experience in the field.

5. Describe a situation where you had to collaborate with a difficult situation and how did you handle it?

Near the middle of the first quarter this year, I was assigned an overwhelming amount of work to finish within a week. I had all my classes in one day so it was one class after another. I had responsibilities at home and had to assist and, sometimes, teach my siblings their schoolwork. To deal with this difficult situation, I sat down and listed all my assignments on sticky notes. I stuck them on my wall above my desk as a reminder and scheduled times for each assignment and task. I stayed determined and in the end, I turned in all my work on time with passing grades.

6. Describe a situation when you needed to take initiative or worked as a team with accomplished goals.

In my Algebra II class last year, my teacher assigned our class group projects for the Math Fair two days prior, despite the fact that he assigned this project to his other classes weeks in advance. The first thing my group and I did was brainstorm for ideas. When we chose our topic, we discussed and assigned the roles and responsibilities for each member of the group. I made sure our work was right and that everyone did their part. In the end, we presented our project to multiple freshmen and received a passing grade.

7. How do you work under pressure or how do you handle pressure?

I identify my goal/s and think of the most efficient way to accomplish it. Working under pressure also helps learn better ways to handle the situation if there were to be a next time.

8. How do you handle criticism and/or instructions from a superior?

I believe I take criticism well. I listen and take what the superior said into consideration so I can improve myself in the future.

9. How has school prepared you for a job?

School teaches me how to work with different people in class and when working on group projects. Presenting and speaking to others can also help me build up confidence and improve my communication skills. I also believe that my different classes and abundance of schoolwork teaches me to work hard, manage my time wisely, and learn to multitask.

10. Why should we hire you?

I believe I will be a great addition to the industry. I am responsible, punctual, reliable, and determined.