

Topic: Employment
(IOM, Overseas Processing Entity, Nepal)

Activity: Practicing Interview Questions

Lesson Time	25 minutes
Materials	<ul style="list-style-type: none">Copies of “Typical Interview Questions & Answers” handout (see sample provided)
Practice	<ol style="list-style-type: none">Tell participants that there are certain questions common in all interviews.Divide participants into small groups and distribute the Typical Interview Questions & Answers handout. Ask participants to discuss the possible answers and the scores given to each answer. Tell participants that everyone must be ready to participate in an interview, so advanced preparation is necessary.Put participants into groups of 3 and make sure each group has the Typical Interview Questions handout. Instruct participants to practice answering the interview questions. The first person is to ask the question, the second person is to answer. The third person, in discussion with the first, is to evaluate the answer and provide feedback.While participants are working in small groups, the facilitator should go from group to group, assisting and encouraging. If the facilitator sees that many participants are answering a particular question incorrectly, stop the activity and explain the correct way of answers.If the activity is slowing down before necessary, ask people to find new partners and continue.After the allotted time, ask participants to return to their seats. Lead a large-group discussion, asking participants how they answered the questions.

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Typical Interview Questions & Answers

1. Tell me about yourself.

- A)  I am a poor refugee, have just come to the United States, and I really need a job to support my family. (You're telling the boss all about negative points; tell her/him about the positive.)
- B)  I am new in this country but I am a hard worker and a fast learner. You need a hard worker; I am the person you need. (You focus on the good things about you. You show the boss you are confident; this gives her/him confidence that you are the right person for the job.)

2. Do you have any experience with this job?

- A)  No, I will get experience if you give me the chance. (The boss is not there to help you; s/he wants you to help him.)
- B)  No, but I have the skills to do the job. I can (name your skills). I am (name your positive personal qualities).

3. Why should I hire you? (What are your greatest assets?)

- A)  I am the best there is; I am smarter than anyone, and I know everything there is to know in this business. (Too arrogant! Nobody knows everything about anything. And a person that thinks he is smarter than anyone will also likely think s/he is smarter than the boss.)
- B)  My former boss told me I was the best employee s/he ever had. S/he said I was reliable, cooperative, motivated, honest, and hard-working. As for myself, I would like to tell you that I enjoy a challenge and I like to put 100% into my work. (Say positive things about yourself but do not be arrogant. Repeat some compliments that other people have said about you. Then show your enthusiastic attitude.)

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4. What are your weaknesses?

- A)  My English. But I am a hard worker so I am studying in the evenings and reading books to improve it. My teacher tells me I am a fast learner. I speak 2 other languages so I think I can improve it quickly. (Mention a weakness that the employer can see for her/himself or a weakness that is irrelevant to the job. More importantly, say what you are doing about it. In this answer, the employer also learned that you are a hard worker, you have a positive attitude, you are determined to succeed, you are a fast learner, and that you are intelligent because you know 2 other languages.)
- B)  I have no experience in the United States, but it's really not my fault. I have only just arrived in this country a few months ago. (No, it's not your fault, but putting the blame on circumstance will not convince the boss that you are the best person for the job; it also shows you have a negative attitude.)
- C)  I do not have any weaknesses! (This is not believable. You are either unrealistic, a smart aleck, or not in touch with yourself. You must mention a weakness. You can make it one that is really a strength. For instance, "I get so involved in my work that I forget what time it is." You can mention a weakness that doesn't relate to the job. For example, "I am a poor speller, so I keep a dictionary handy/" You can mention a weakness that you once had and say how you overcame it, or simply say you are not aware of any weaknesses that would stand in the way of your doing a good job.)

5. Do you have any questions?

- A)  Yes, how much is the salary? (Do not bring up salary unless the interviewer has brought it up. The time for you to talk about salary is when you are offered the job, not before. This makes it seem like the only thing you are interested in is yourself, not the company. Remember, the boss wants to know how you can help her/him, not how s/he can help you.)
- B)  No, I think you made everything quite clear. Thank you very much. (You should always have a question. It shows an active and inquiring mind and that you are interested in the job and the company. An interview is a two-way process: for you to find out about the job as well as for the employer to find out about you.)

- C)  Yes, I would like to get better jobs in the hotel industry. Is there an opportunity for advancement in your hotel? (This shows you are interested in staying with the company and are already looking for a way to advance.)

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