

The most frequently asked questions in a job interview

Question	Background	My answers
Tell us something about yourself / Introduce us to your background	Know your own thread, do not present it chronologically, but with reference to the topic (in relation to the position you are aiming for), mention only important stations. Mention the reasons for each change.	
List your greatest successes	Show proudness about what you have achieved! Keep it short	
Name your greatest failure.	What did you learn from it and and how are you working on your skills??	
Concerning your career: What would you do differently today?	Stand by your own decisions, but also be reflective. Mention bad decisions and point out alternatives.	
Where do you see yourself in 3 or 5 years?	Think beyond the next step, show that you have the will and the confidence to grow up further. Attention: The company does not want to hear that you would like to work in another company in 5 years!	
How would you characterise yourself? Alternative: What do study colleagues/work colleagues/superiors appreciate about you?	Conformity of external and self-perception. Work with concrete examples, e.g. "Colleagues say about me...".	
What are your strengths and/or resources?	Give 3-5 examples: "I am particularly good at ...", Explain with examples: "When new tasks are distributed in the team, then..."	
Was are your weaknesses?	Name at least 1: "Sometimes I find it difficult...", "I know that I have to make a special effort with ...". And explain directly how you deal with it: "I solve this by ...".	
What do you particularly like to do / What motivates you?	What do you particularly dislike doing?	

	Dislikes should still be presented positively. It is essential to show willingness to take on the less popular tasks.	
What do people do to upset you? And how does someone notice that?	Here you show your personal values! Nevertheless, answer exclusively job-related and explain with an example. Show that you are able to handle such situations with confidence, e.g: "When I see injustice, I cannot hold back. I address this..."	
How do you deal with conflicts?	Give an example from the past and explain how you solved it in a positive way.	
What do you understand by the ability to work in a team?	Give an example of successful teamwork, what exactly did you contribute to the success?	
What do you do in your free time?	What kind of personality are you? Be prepared to reveal a little about yourself without becoming too private/intimate in any way.	
Why are you applying for this job in particular?	What special skills do you offer us? Which tasks fit your profile particularly well?	
Why are you applying to us in particular?	Do you not care where you work or have you researched the company? Every company employee likes to hear that "his " company is considered particularly good. This question is often underestimated in its importance!	
What do you know about this company/enterprise/firm?	Show that you have well informed yourself and used different ways of gathering information.	
How do you imagine working for us?	Do you have a realistic idea of what to expect?	
Why should we choose you in particular?	How will the company / future supervisor / future colleagues benefit if you start working here? (Name the benefits from the company's perspective). What are your top competences, experiences and unique selling points that you offer.	

Is there anything else you would like to tell us about yourself?	If necessary, address important open topics, e.g. further training not yet included in the CV, ...	
Is there anything else you would like to know about us?	You should not answer this question with anything that you can find in the job advertisement or on the website. Classic answers are: When will I know what you have decided? Who will be my supervisor?	

These questions are forbidden during an interview. Do not respond to these questions and do not answer them:

- Marital status
- existing pregnancy or future desire to have children
- Partner or partner's job
- Parents, parent's education or job
- religion
- financial circumstances
- party affiliation
- Origin – (but not language skills)

Possible reactions to these questions:

Ask in a friendly way: "I don't understand what this question has to do with the job? Can you please explain?"

"I don't think your question is not related to the job."

Make it clear in a friendly way that you find the questions indiscreet and therefore will not answer them. If the questions continue to be indiscreet, mention in a friendly and firm manner that this will break off the conversation.

Example:

Company: "Please name three people who will look after your child in case the kindergarten closes or your child is ill."

You (in a friendly voice): "The care of my child belongs to my private life and for reasons of data protection I will of course not make names of other people public. I kindly ask you to respect that. Furthermore, you can assume that I will have sorted out the care issue when I apply for this job."