

# Second Round Job Interview Questions And Answers



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## Second Round Interview Questions And Answers Guide.

### Question - 1:

Have you ever done this kind of work before?

#### Ans:

Interviewer wants to know if you can learn to do the job in a reasonable time and how much training you will need. Never say "no" to this question. Instead, stress the experience you do have that will assist you in learning the new job quickly and efficiently. No two jobs are alike and you never do exactly the same work. In all jobs, new skills, rules and details have to be learned. Be sure to mention the following:

- \* Your past work experience.
- \* Your education and training related to the job.
- \* Volunteer work that might relate to the job.
- \* Any transferable skills - e.g. organizational skills, people skills.
- \* Your ability to learn quickly and how quickly you learned that type of work in the past.

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### Question - 2:

What kind of training or qualifications you have?

#### Ans:

Interviewer is trying to find out what school credentials you have. If you have no formal school qualifications but have a lot of experience, you might say:

\* I didn't get formal school training for this job but I have (number) of years of experience in the field. I'm willing to learn new skills or go to school to get further training if I am offered the job. I learn quickly and I like to keep upgrading my skills.

If you have just completed a training course but have little work experience, you might say:

\* I took a one year training program in (name of program) at (name of school) which is related to the job I'm applying for. I look forward to working in the field and putting into practice what I learned. I don't have a lot of work experience in this area but I learn quickly. I know you will be happy with my work.

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### Question - 3:

Do you work under pressure or tight deadlines?

#### Ans:

This question indicates that the job you're applying for will involve working under pressure. Give examples of volunteer and paid work that involved pressure and deadlines. You could mention that we are always faced with pressure and deadlines in our lives and you do not mind the stress. Stressful situations are a learning and challenging experience. You might mention the following:

- \* How you handled large rush orders at your last workplace.
- \* How you prepared for exams and homework assignments while working full-time and attending school part-time.
- \* How you managed a crisis situation. (For example: a car accident)

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### Question - 4:

Why you choose this line of work?

#### Ans:

The interviewer is trying to find out about your commitment to your career choice. In other words do you do it because you love the work or just take any job you can get for the money. If you did this work for many years and stopped due to a layoff, you might say:

I have done this for (number) of years. I like my work. The only reason I left my last workplace was because I was laid off.

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### Question - 5:

How do you react to instruction and criticism?

#### Ans:

The interviewer is trying to find out how you get along with Supervisors and how you feel about authority. You might say:

I appreciate getting instruction and criticism when it is done fairly and constructively.

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**Question - 6:**

Tell me what you do in your spare time?

**Ans:**

Interviewers ask this question to see if your activities and hobbies might help the company and to get an idea of what kind of person you are outside your work life. Describe any volunteer work you do and any hobbies or interests that might relate to the job in some way. Stick to active hobbies, such as playing sports, carpentry, gardening, etc. Avoid mentioning inactive and non-creative activities such as watching television.

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**Question - 7:**

Do you have any questions for me?

**Ans:**

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good.

How soon will I be able to be productive?

What type of projects will I be able to assist on?

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**Question - 8:**

Why should we hire you?

**Ans:**

Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

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**Question - 9:**

Tell me what irritates you about co-workers?

**Ans:**

This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.

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**Question - 10:**

What is your greatest strength?

**Ans:**

Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude.

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**Question - 11:**

Describe your dream job?

**Ans:**

Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like:

A job where I love the work, like the people, can contribute and can't wait to get to work.

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**Question - 12:**

Tell me what kind of person would you refuse to work with?

**Ans:**

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

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**Question - 13:**

Whom you prefer, the money or the work?

**Ans:**

Money is always important, but the work is the most important. There is no better answer.

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**Question - 14:**

How would your previous supervisor say your strongest point?

**Ans:**

There are numerous of good possibilities:

Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver.

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**Question - 15:**

Tell me about a problem that you had with supervisor?

**Ans:**

Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well below the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

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**Question - 16:**

Tell me what has disappointed you about a job?

**Ans:**

Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

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**Question - 17:**

What is your ability to work under pressure?

**Ans:**

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

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**Question - 18:**

Do you know your skills match this job or another job more closely?

**Ans:**

Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.

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**Question - 19:**

Tell me what motivates you to do your best on the job?

**Ans:**

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition.

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**Question - 20:**

How do you know that you were successful on this job?

**Ans:**

You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful.

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**Question - 21:**

Tell me would you willing to relocate if required?

**Ans:**

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Do not say yes just to get the job if the real answer is no. This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

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**Question - 22:**

Tell me are you willing to put the interests of the organization ahead of your own?

**Ans:**

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

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**Question - 23:**

Tell me your management style?

**Ans:**

Try to avoid labels. Some of the more common labels, like progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to. The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

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**Question - 24:**

Tell me what have you learned from your mistakes on the job?



**Ans:**

Here you have to come up with something or you strain credibility. Make it small, well intention-ed mistake with a positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing coordination off.

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**Question - 25:**

Tell me if you have any blind spots?

**Ans:**

Tricky question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of concern here. Let them do their own discovery on your bad points. Do not hand it to them.

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**Question - 26:**

Suppose if you were hiring a person for this job, what would you look for?

**Ans:**

Be careful to mention traits that are needed and that you have.

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**Question - 27:**

Don't you think that you are overqualified for this position?

**Ans:**

Regardless of your qualifications, state that you are very well qualified for the position.

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**Question - 28:**

Tell me how you propose to compensate for your lack of experience?

**Ans:**

First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you are a hard working quick learner.

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**Question - 29:**

What qualities do you preferly look for in a boss?

**Ans:**

Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards. All bosses think they have these traits.

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**Question - 30:**

What about a time when you helped resolve a dispute between others?

**Ans:**

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

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**Question - 31:**

Tell me what position you prefer on a team working on a project?

**Ans:**

Be honest. If you are comfortable in different roles, point that out.

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**Question - 32:**

Tell me about your work ethic?

**Ans:**

Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your work are good.

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**Question - 33:**

Describe your biggest professional disappointment?

**Ans:**

Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.

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**Question - 34:**

When was the most fun that you have had on the job?

**Ans:**

Talk about having fun by accomplishing something for the organization.

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**Question - 35:**

Do you know anyone who also works for us?

**Ans:**

Be aware of the policy on relatives working for the organization. This can affect your answer even though they asked about friends not relatives. Be careful to mention a friend only if they are well thought of.

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**Question - 36:**

Tell me why do you want to work for this organization?

**Ans:**

This may take some certainly and thought, should be based on the research you have done on the organization. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

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**Question - 37:**

Are you also applying for any other jobs?

**Ans:**

Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organization. Anything else is a distraction.

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**Question - 38:**

What have you done to improve your knowledge recently?

**Ans:**

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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**Question - 39:**

What experience do you have in this field?

**Ans:**

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

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**Question - 40:**

Tell me what do you know about our organization?

**Ans:**

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?

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**Question - 41:**

What do your previous co-workers say about you?

**Ans:**

Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase will work. A co-worker at previous Company, always said I was the hardest workers she had ever known. It is as powerful as co-worker having said it at the interview herself.

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**Question - 42:**

Do you consider yourself as a successful person?

**Ans:**

You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.

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**Question - 43:**

Tell me why did you leave your last job?



**Ans:**

Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the organization. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking reasons.

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**Question - 44:**

Tell me about yourself?

**Ans:**

The most often asked question in second interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present.

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