

| Employer's Question | The Fear Behind the Question | The Point You Try to Get Across | Phrases You Might Use to Get This Across |
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| <p>"Tell me about yourself."</p> | <p>The employer is afraid he/she isn't going to conduct a very good interview, by failing to ask the right questions. Or is afraid there is something wrong with you, and is hoping you will blurt it out.</p> | <p>You are a good employee, as you have proved in the past at your other jobs. (Give the briefest history of who you are, where born and raised, interests, hobbies, and kind of work you have enjoyed the most to date.) <i>Keep it to two minutes, max.</i></p> | <p>In describing your work history, use any <i>honest</i> phrases you can about your work history, that are self-complimentary: "Hard worker." "Came in early, left late." "Always did more than was expected of me." Etc.</p> |
| <p>"What kind of work are you looking for?"</p> | <p>The employer is afraid that you are looking for a different job than that which the employer is trying to fill. E.g., he/she wants an assistant, but you want to be an office supervisor, etc.</p> | <p>You are looking for precisely the kind of work the employer is offering (but don't say that, if it isn't true). Repeat back to the employer, in your own words, what he/she has said about the job, and emphasize the skills you have to do that.</p> | <p>If the employer hasn't described the job at all, say, "I'd be happy to answer that, but first I need to understand exactly what kind of work this job involves." <i>Then</i> answer, as at left.</p> |
| <p>"Have you ever done this kind of work before?"</p> | <p>The employer is afraid you don't possess the necessary skills and experience to do this job.</p> | <p>You have skills that are transferable, from whatever you used to do; and you did it well.</p> | <p>"I pick up stuff very quickly." "I have quickly mastered any job I have ever done."</p> |

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| <p>"Why did you leave your last job?"—or "How did you get along with your former boss and co-workers?"</p> | <p>The employer is afraid you don't get along well with people, especially bosses, and is just waiting for you to "bad-mouth" your previous boss or co-workers, as proof of that.</p> | <p>Say whatever positive things you possibly can about your former boss and co-workers (without telling lies). Emphasize you usually get along very well with people—and then let your gracious attitude toward your previous boss(es) and co-workers prove it, right before this employer's very eyes (and ears).</p> | <p>If you left voluntarily: "My boss and I both felt I would be happier and more effective in a job where [here describe your strong points, such as] I would have more room to use my initiative and creativity." If you were fired: "Usually, I get along well with everyone, but in this particular case the boss and I just didn't get along with each other. Difficult to say why." You don't need to say anything more than that. If you were laid off and your job wasn't filled after you left: "My job was terminated."</p> |
| <p>"How is your health?"—or "How much were you absent from work during your last job?"</p> | <p>The employer is afraid you will be absent from work a lot, if they hire you. Unfortunately for them, and fortunately for you, this is a question they cannot legally ask you.</p> | <p>Just because the question is illegal, doesn't mean you can't address their hidden fear. Even if they never mention it, you can try to disarm that fear.</p> | <p>You can find a way to say, "My productivity always exceeded other workers, in my previous jobs."</p> |
| <p>"Can you explain why you've been out of work so long?"—or "Can you tell me why there are these gaps in your work history?" (Usually said after studying your resume.)</p> | <p>The employer is afraid that you are the kind of person who quits a job the minute he/she doesn't like something at it; in other words, that you have no "stick-to-it-iveness."</p> | <p>You love to work, and you regard times when things aren't going well as challenges, which you enjoy learning how to conquer.</p> | <p>"During the gaps in my work record, I was studying/doing volunteer work/doing some hard thinking about my mission in life/finding redirection." (Choose one.)</p> |

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| <p>“Wouldn't this job represent a step down for you?”—or “I think this job would be way beneath your talents and experience.”—or “Don't you think you would be underemployed if you took this job?”</p> | <p>The employer is afraid you could command a bigger salary, somewhere else, and will therefore leave him/her as soon as something better turns up.</p> | <p>You will stick with this job as long as you and the employer agree this is where you should be.</p> | <p>“This job isn't a step down for me. It's a step up—from welfare.” “We have mutual fears; every employer is afraid a good employee will leave too soon, and every employee is afraid the employer might fire him/her, for no good reason.” “I like to work, and I give my best to every job I've ever had.”</p> |
| <p>And, last, “Tell me, what is your greatest weakness?”</p> | <p>The employer is afraid you have some character flaw, and hopes you will now rashly blurt it out, or confess it.</p> | <p>You have limitations just like anyone else, but you work constantly to improve yourself and be a more and more effective worker.</p> | <p>Mention a weakness and then stress its positive aspect, e.g., “I don't like to be over-supervised, because I have a great deal of initiative, and I like to anticipate problems before they even arise.”</p> |