
PRODEV BY CA'TEAMA, LLC

JOB INTERVIEW QUESTIONS & ANSWERS

Prepare for your next opportunity.



Mission

Our mission includes improving the confidence and skillset of professionals of all ages and backgrounds. We hope to assist those served with achieving all of their personal and career goals in writing and in person. We value career advancement, higher wage opportunities, and competence.



QUESTION #1

“Tell Me About Yourself.”



“I consider myself to be optimistic, open-minded, and a team player. I have had the opportunity to develop these skills throughout my life as an oldest sibling of 3. I am also from a small poverty & crime stricken community called Albany, GA which has exposed me to various coordination and community outreach efforts. My life in tech further developed while enrolled at Georgia Institute of Technology, which led me to my last employer and heightened my exposure to software, etc.”



“I am a first generation college student that has always found pleasure in serving others. I have completed a graduate level degree in business administration and have worked for the last 8 years for the state of Georgia. I have a license as a real estate agent and aspire to further development my skills in project management.”



“I have lived in the Charleston, South Carolina area for the last 10 years and have worked remotely since the onset of COVID-19. I value having a healthy work-life balance and opportunities for growth in the workplace. Working in this field is a passion of mine since I have family members who have also benefited from these services. I aspire to contribute to society in the same manner, but even better.”

QUESTION #2

"Why Did You Leave Your Last Job?"



✓ Professionalism

"I am seeking career advancement opportunities with companies that value employee development and work-life balance. I was excited to find that your company highlights these values on your website."



✓ Quality

"I want to be able to provide more intentional and direct service to clients / customers. In my previous role, the service I provided to clients was very short term and often required another associate to find viable solutions. I want to be the one who solves problems as well to improve customer satisfaction and retention."



✓ Timeliness

"My previous employer required a long commute to and from work that was not feasible for myself or the company. I am seeking remote / opportunities closer to my residential address so I can best perform."

NEVER BAD MOUTH YOUR PREVIOUS EMPLOYER.



QUESTION #3

“What are your strengths?”

Your strengths should include characteristics or qualities that will best help you perform the duties or responsibilities of the role you are applying for. Always make your answer reflect back to the position.

It is also best to give examples of how you use those strengths.



01 Attention to Detail

“My ability to pay attention to detail has helped me in several ways throughout my career. I am able to use critical thinking skills to solve complex problems, identify the root cause of issues, and communicate effectively.”

02 Adaptable

“I have experienced several managerial changes with my previous employer, which has required me to adapt to leadership styles. I was still able to meet the metrics, exceed business goals, and receive good feedback.”

03 Organized

“Organization is very important to our line of work. I stay organized through calendars [manual and electronic], sticky notes, and even through my weekly planner.”



QUESTION #4

*“What are
your
weaknesses?”*

Your weaknesses should be items that may not necessarily benefit you, but they do benefit the company.

OVERWORKER

“I tend to overwork myself once I get started on my work. This may include working longer than usual to make sure all of my work is complete.”

PERFECTIONIST

“Since I pay close attention to detail, I often am aiming to make sure my work is perfect so the entire team is able to work better as a whole.”

PROJECT DEADLINES

“I prefer to complete all projects that I work on, so it can be difficult to move on if required by the company. I do, however, adapt if I at least get an opportunity to contribute in other ways.”

SAYING NO

“I have a hard time saying no since I am a team player, but I have gotten better with ensuring my work is done first before I help others.”

MORE EXPERIENCE

“I could use more experience with using Adobe Photoshop, but I have enrolled in an online program recently to increase my competence for this role.”

QUESTION#5

“Why should we hire you?”

This is your opportunity to seal the deal and highlight any skills or experiences you may have missed. You can also highlight your willingness to learn if it is a role you are new to or need more experience.

CHECKLIST

- Think about your education
- Think about your soft skills
- Think about your hard skills
- Think about your years of expertise
- Think about the company's values



EXAMPLE 1

“I am a fast learner that is willing to grow within the company.”

EXAMPLE 2

“I have worked in this field for the last 3 years and am committed to the overall growth it will contribute to society.”

EXAMPLE 3

“Your company values client success and holistic care, which also align with my personal and professional values”

QUESTION #6

“Do you have any questions for us?”

01 Do you have any reservations about hiring me based on this interview?

02 Is there anything I can provide more clarity on in regard to my experience?

03 What do you like most about working for this company?

04 What is your management style?

05 What career development options do you offer to your employees?

06 What are the current goals this company is working on and how does this team or department contribute?

Always Ask a Question



GOOD LUCK!

I hope these interview questions and answers will be a good start for your next job interview. These examples are intended to give you a different way of thinking about your responses to commonly used questions.

If you feel like you need more support, feel free to contact me by email directly or visit any of my social media profiles for more insight.

[CLICK HERE TO EMAIL ME](#)



Thank you so much for taking your time to check out this booklet. You are appreciated.

Share with friends, family, classmates, colleagues, etc. More will be shared or updated as time goes on.

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