



# “The Job Interview CheatSheet”

Your handy guide for the 7 most important Job Interview Questions and tips how to ace them so you impress your future boss.

Hi there.

You are probably here because you want to shine in your (next) interview, because you know this is THE step that could bring you the next level job. Or maybe you screwed up last time (I often did...) and now want to make sure that next time you ace the interview. I have you covered, because with this cheat sheet you will make sure you are ready for the most important questions in your next interview.

While every step in your job-hunt is important, the interview is by far the most important step to master if you want to make a leap in your career. The hiring manager will only invite you if they believe you can be the right candidate for the position. So, if you made it to the interview, you made a big leap!

During my ten years hiring, from Career Starters to Executives, it was the interview where the candidates with average profiles could jump ahead of the competition with the most impressive CVs – if they mastered their answers.

That is where the right interview preparation comes in. I saw so many professionals fail their interview (even C- Suite executive) just because they got the basics wrong.

Luckily you can easily avoid these traps as most interviews will follow a similar structure: A few questions that are asked in nearly all job interviews. That is why I created this Cheat sheet with the 7 Most Important Questions, so know how to answer them and then get the upper hand in your interview.



## How to Use This Cheat Sheet

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The good news is that these 7 questions are the ones that you will encounter in some form or the other. Regardless of your seniority, industry, position and location. Thus, if you know and prepare for them, it will save you hours from searching the exact questions and right answers. Maybe they will be formulated differently but if you prepare for them well, you will not only avoid bad surprises but also you will shine as a professional and thus be naturally confident with your hiring manager.

The tips to answer are based on my 6-step Job-Hunt System, my own interview experience and HR VP experience, and input from many hiring managers or recruiters I regularly talk to. Also, the answers are often based on the science (as I am a University Professor in Work Psychology at leading EU business school).

However, try to find YOUR answer that fits to your profile. I encourage you to block 1-2 hours in an inspiring location to go through all the questions and to make sure you write down your answers in the box below. Put the cheat sheet aside for a few days and continue with your job-hunt. Then go back to your answers, adapt them and practice your answers in front of your webcam (or even a buddy). You will be much more authentic in the next interview and hiring managers will love seeing your true self – not automatic generic answer. And... sometimes answering truthfully and then not getting the job will save you from a miserable position.

Adapt the questions to your own industry and make sure you fit the answers for each position. Glassdoor can help you quite a bit to find out more about a typical interview in your company.

Finally, if you are interviewing for competitive positions such as investment banking or consulting you must make sure you master the case study. Check the detailed guides on [vault.com](http://vault.com).

Try to prepare for all question but...

### **If you are...:**

**In a rush: Focus on Questions 1, 2 & 4**

**Switch careers, have CV gaps or lack some experience:**

Master questions 1,3 and 4

**Want to make the leap into a senior/ expert position:**

Research trends/ company/ industry news for questions 5, 7 and the "Impossible question"



# THE ESSENTIAL QUESTIONS

Question	Look out for:	How to prepare:
<p>Tell me more about yourself?</p>	<ul style="list-style-type: none"><li>- Don't mention everything in your CV</li><li>- Don't tell too many personal stories</li><li>- Don't be afraid about your shortcomings</li><li>- All the people in the room/ on the call</li></ul>	<ul style="list-style-type: none"><li>* Create your professional story</li><li>* Link CV gaps / career switches into your career growth aspirations</li><li>* Know Why applied to their position/ are interested in them</li></ul>
<p>Your answer:</p> <hr/> <hr/> <hr/>		
<p>What are your 3 strengths and weaknesses?</p>	<ul style="list-style-type: none"><li>- Killer weaknesses (don't mention them)</li><li>- Any social skill weaknesses (political, communication etc. – don't mention them)</li><li>- Fake weaknesses ("perfectionism")</li></ul>	<ul style="list-style-type: none"><li>* Connect your weaknesses to your strengths</li><li>* Explain how you are working on them/ avoid them being an issue</li></ul>
<p>Your answer:</p> <hr/> <hr/> <hr/>		
<p>Where do you see yourself in 3-5 years?</p>	<ul style="list-style-type: none"><li>- Too vague or specific answers</li><li>- Being too aggressive/ optimistic</li><li>- Don't mention you want to leave</li></ul>	<ul style="list-style-type: none"><li>* Know the next level position for the job</li><li>* Connect to current goals and story</li><li>* Mention that you keep good relation with former company</li></ul>
<p>Your answer:</p> <hr/> <hr/> <hr/>		



# THE TRICKY QUESTIONS

Question	Look out for:	How to prepare:
Why do you want to work here?	<ul style="list-style-type: none"><li>- Don't mention only why you like them</li><li>- Don't only mention soft factors "good food, high pay"</li><li>- Don't be generic or fluffy</li></ul>	<ul style="list-style-type: none"><li>* Mention why you fit to the company and will create value</li><li>* Connect to your prof. profile and past experience</li><li>* Link to a trend in company/ industry</li></ul>

Your answer:

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Could you tell me what trends/ challenges/ opportunities our industry / your job function will face in the next few years?	<ul style="list-style-type: none"><li>- Don't be overly simplistic</li><li>- Don't try to lecture them</li><li>- Don't get into politics or social issues</li></ul>	<ul style="list-style-type: none"><li>* Know 2-3 trends in your industry, society and job</li><li>* Prepare a smart question how it affects the position</li></ul>
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Your answer:

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## PRO TIP: HOW TO IMPRESS YOUR FUTURE BOSS

Naming the trends or challenges for your industry also works very well if they ask you for a question at the end (see below). You would ask them how they see the future of the industry considering an important trend you just found.

Example you interview for sales position for a training company:

*"Considering that there are more AI avatars able to teach content on demand with personalized content to users how do you think your sales focus will move that is now targeting in-person corporate trading?"*

Question	Look out for:	How to prepare:
How much do you want to earn?	<ul style="list-style-type: none"><li>- Don't underestimate the first salary talk</li><li>- Don't give a specific number</li><li>- Don't mention your previous salary</li><li>- Try to wait after the offer</li></ul>	<ul style="list-style-type: none"><li>* Have a clear range in mind (incl. Bonus)</li><li>* Try to get them give the first number</li><li>* Remind them of your qualification</li><li>* Give a broad range and mention it may change</li></ul>

Your answer:

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# THE UNDERESTIMATED QUESTIONS

Do you have any questions?

- You always have questions

- \* Have an easy question
- \* Prepare 1-2 smart questions (about trends, job, responsibilities)
- \* Ask 1-2 culture or HR questions

Your answer:

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## BONUS: THE IMPOSSIBLE QUESTION

### How Many Marmalade Glasses Are Produced Every Year In France?

Especially for prestigious jobs your hiring managers wants to see how you think and structure your answer for a tough problem.

There is no right answer and the only way to shine here is to walk them through each step of your reasoning. Also make sure to ask clarifying questions (e.g. "do you mean marmalade glasses for a specific brand, last year, all sizes, per household etc")

Another example questions could be (I got this one):

*"You know the London Underground is at the brink of collapse with passengers, while new safety measures will require even more space per passenger. Tell me a way to increase the passenger volume while keeping everyone safe in times in Covid. Remember that is is the oldest system in the world with very limited space for new lines!"*



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