

Handling Tough Questions

Sample Responses

Weaknesses

- *From what I know about the position, there is nothing that will prevent me from doing my job well here.*
- *Some people have said that I am very strict on deadlines. However, I have taken that feedback and attended training to learn how to be more flexible. Now I can honestly say that it is no longer an issue.*

Education and Training

- *I may not have the formal education in _____. However, I have many years of experience in _____, which I think prepares me very well for this position.*

Gaps in Employment

- *Even though it looks like there are gaps in my employment, I was still actively involved in my professional development by _____ (e.g., attending school, consulting, reading professional journals, keeping current in my field, etc.)*

Salary

- *Without fully knowing the responsibilities of this position, it is tough for me to say. Could you tell me a little more about_____.*
- *I wouldn't mind talking about compensation, but at this point, I want to make sure I completely understand this position.*
- *What is the range that is typical for this position?*