

Interview Questions Guide

Prepare for your interview by reviewing and preparing answers for the questions that you might be asked during the interview. Read each question below, and think through how you would answer it. To prepare for your interview, write down your answers, read them out loud, and then practice the answers with a friend that will give you honest feedback. This list of questions is representative, but not all inclusive, of the many types of interview questions you may be asked during an interview.

Common Questions

- Tell me about yourself.
- How would you describe your work style?
- What are your strengths? Your weaknesses?
- Why do you think you are a good fit for this position?
- Why are you interested in working for this company?
- What's the difference between vision and mission?
- What are your career goals for the next three years? Five years?
- What is your experience with working as part of a team?
- What are the advantages of working as a team? Disadvantages? Why?
- How would you rate your communications skills, on a scale of 1-5 (1 = lowest)?
- Are you willing to relocate? Travel?
- What can you offer our company that another person cannot?
- Discuss/walk me through your resume.
- Describe yourself.
- Why should we hire you?
- What are your salary requirements?
- Who are our competitors?
- Tell me about a time that you disagreed with your manager.
- What motivates you? What gets you up in the morning?
- What are your pet peeves about coworkers?
- What are your hobbies?
- What are some of your leadership experiences?
- What is your personal definition of success?
- What makes you uncomfortable?
- If you had a dispute with a co-worker, how would you handle it?
- What book or books have you read recently? What is your favorite film?

Internal Candidate Questions

- Why are you interested in an internal move?
- Why do you want to leave your current position?
- Why does this particular position interest you?
- Do you know what you are getting into?
- What will you need to get up to speed in this role?
- What are your plans once in this role? What is your vision for this role?
- Why should we hire you over another candidate?

Difficult Questions

- What are you most proud of in your career?
- What skills are you lacking? Where do you need to improve?
- What would a past manager tell me about you? What about one that liked you most?
What about one that liked you least?
- How long are you willing to fail at this job before you succeed?

Behavior-Based Questions

- Tell me about a time when you had to start a task or a project without being asked.
- Give me an example of an experience where you successfully worked with a difficult coworker to complete a task.
- Tell me about a time when you had to deal with a difficult person at work.
- Tell me about a time when you had to manage multiple projects or priorities simultaneously.
- Give me an example of a time when you had to handle a variety of assignments, some with pressing deadlines.
- Give me an example of a time when you had to switch from one project to another without much warning.
- Describe a time when you were successful at work due to your ability to communicate.
- When did you use your communication skills effectively to get your point across?
- Tell me about a time when you caught a coworker doing something illegal or against company policy.
- Tell me about a time when you made a significant mistake.
- Describe a time you had to conform to a policy with which you did not agree.
- Describe a situation where you felt it necessary to be especially attentive and vigilant to your environment.

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- Tell me about a time when you went above and beyond to get a job done.
- Tell me about a time when you had to quickly make a decision.
- Describe the most creative work project that you have completed.
- Tell me about a time when you used good judgment and logic to solve a problem.
- When working with a team, which role do you usually take, and why?
- Everyone has to break or bend the rules sometimes. Tell me about a time when you had to do this.
- Describe a time when you had to pull together resources that were not under your control.

When Asked, “What Questions Do You Have for Me?”

Do not answer by saying you do not have any questions at this time, or, that you might have more questions if you get offered the job. These are passive responses, and you will not show any interest or imagination by saying this! In addition, this is not the time to ask questions about benefits. Stay focused on questions about the job, the company, and the industry. Asking about benefits could make you seem self-centered or lacking interest in the job.

Here are some questions you can ask.

- Why is this position open? Is it a new position?
- What immediate need on your team you are hoping to fill with this position?
- What is the career growth potential for this position?
- What does a regular day of work look like for this department/business?
- What is your favorite thing about working here?
- Does this department work closely with any other internal departments?
- What is your timeframe for filling this position?
- Do you have any concerns about my qualifications or fit for this job?
- What projects can I contribute to right away?
- What do you want to see me accomplish during the first 90 days?
- How does your organization define success?
- What makes someone successful in this organization?
- What are the next steps in the hiring process?
- Who should I contact from this point on, and what is the best way to reach them?
- Do you have any more questions for me?