

### COMMON INTERVIEW QUESTIONS

Consider the job description and what will be important for this position. Always relate your responses back to the position and organization.

- Tell me about yourself.
- Why are you interested in working for (insert organization name)?
- Why are you interested in this position?
- What are your career goals?
- What are your strengths and weaknesses?

### BEHAVIOR-BASED INTERVIEW QUESTIONS

Employers evaluate how we handled a situation in the past as a good indicator of how we will handle a similar situation in the future. Respond using specific examples and positive results.

- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me an example of a time you set a goal and were able to meet or achieve it.
- Tell me about a time when you had too many things to do and you were required to prioritize.
- What is your typical way of dealing with conflict? Give me an example.
- Give me an example when you took initiative and took the lead.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Tell me about a recent situation in which you had to deal with a very upset customer or coworker.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Tell me about a time you used your presentation skills to influence someone's opinion.
- Tell me about a difficult decision you have made in the last year.
- Give me a specific time in which you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time in which you had to go above and beyond the call of duty in order to get the job done.
- Give me an example of a time that you had to make a split second decision.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Give me an example of a time in which you motivated others.
- Tell me about a time you delegated a project effectively.
- Give an example of a time you used fact-finding skills to solve a problem.
- Tell me about a time you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make unpopular decisions.

## **QUESTIONS TO ASK THE EMPLOYER**

Remember, the interview is a two-way street! Use this time to learn about the position and organization so you can make an informed decision about the opportunity. Make sure you are not asking about information that is not easy to gather on the website and always avoid asking about salary and benefits.

- Describe the work environment and/or culture of this department/organization.
- Describe a typical day or week in this role. What will some of my projects and assignments be?
- Tell me about training that is involved with this role.
- What are your company's strengths and weaknesses?
- What makes your organization different from its competitors?
- Why do you enjoy working for this organization? What do you find most challenging about working here?
- What qualities are you looking for in your new hires?
- Describe your supervisory style and your expectations for new hires.
- How many people have been employed in this position and where have they gone?
- What is the average length of stay in this position?
- How is an employee evaluated and promoted?
- What are the opportunities for professional growth?
- I read \_\_\_ about your organization. Could you tell me more about that and how it might impact this position?
- When can I expect to hear from you?/Tell me about your hiring timeline.