



Common Questions for You & the Employer

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Common Interview Questions

A job description lists desired skills, abilities, knowledge, and experiences; you will be asked questions about any or all of these items, so one of the most effective ways to anticipate what you will be asked during an interview is to carefully review the job description. Some of the most common interview questions are:

- 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?
- What are your weaknesses or areas in need of development?

Behavior-Based Interview Questions

Employers evaluate how you handled a situation in the past as a good indicator of how you 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 used persuasion to successfully change someone's position or opinion.
- Tell me about a recent situation in which you had to deal with an 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 when 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 an unpopular decision.

Questions to Ask Employers

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 is 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 is an employee evaluated and promoted?
- What are the opportunities for professional growth?
- I read ____ about your organization. Could you tell me more and how it might impact this position?
- When can I expect to hear from you? or Tell me about your hiring timeline.