

Common Interview Questions



Tell me about yourself

- Provide a brief summary of your professional background (e.g. past experience, related skills, etc.)
- Avoid talking about your personal life (e.g. unrelated hobbies, kids, where you were born, etc.).

Why are you interested in this position and working for our organization?

- Be knowledgeable about the organization, the position, and how you're a fit.

Why did you leave your last position? or Why are you leaving your current position?

- Provide a brief explanation. Don't say anything disparaging about a past employer.
- If you were terminated, own up to any mistakes you made and focus on what you learned.

Tell me about a past accomplishment of which you are particularly proud.

- Use the STAR formula and include skills, traits, and knowledge that aided in your achievement.

Situation (context):

Task (challenge you faced):

Action (how you responded):

Result (positive outcome):

Tell me about a time when you experienced a set-back or failure. How did you handle it?

- Describe the situation in non-emotional terms and focus on what you did to overcome it.

Situation (context):

Task (challenge you faced):

Action (how you responded):

Result (positive outcome):

Tell me about a time when you took initiative or demonstrated leadership?

- Describe a time when you went above and beyond your general job responsibilities.

Situation (context):

Task (challenge you faced):

Action (how you responded):

Result (positive outcome):

Tell me about a time when you worked with a difficult co-worker, customer or classmate. How did you handle it?

- Explain the conflict in non-emotional terms and move onto your actions to resolve the conflict.

Situation:

Task:

Action:

Result:

What skills do you consider to be your greatest strengths?

- Focus on skills specific to the position or industry.
- Be prepared to provide an example of a time when you demonstrated each skill.

Skill #1:

Situation:
Task:
Action:
Result:

Skill #2:

Situation:
Task:
Action:
Result:

Skill #3:

Situation:
Task:
Action:
Result:

What are some of your areas of weakness?

- Are you aware of your weaknesses and have you thought about how you might improve?
- Are your areas of weakness going to jeopardize your ability to do this job?

Where do you see yourself in 5 years?

- Employers want to know how this position and their organization fit into your long-term career plans (i.e. how long will you stick around?).
- Be able to identify specific career goals (e.g. leadership position, additional schooling/training, etc.).

Why should I hire you?

- Summarize your qualifications and fit, while explaining any unique qualities and/or experiences.

Do you have any questions for me?

- Preparing specific questions regarding the position and organization will help you learn whether or not this job is a good fit for you, and will communicate your interest and preparedness.
- ALWAYS ask: "What's the timeline for making a hiring decision? How/When should I expect to hear from you?"