

# TYPICAL INTERVIEW QUESTIONS

Although there is no way to prepare for all questions that might be asked of you, it is helpful to understand that the questions generally fall in certain categories. Be prepared to discuss past achievements and give concrete examples. Consider interviews as your chance to tell many stories about yourself that highlight interests, skills and abilities.

## GENERAL QUESTIONS

- Tell me a little about yourself.
- What are your strengths?
- What are your weaknesses and what are you doing to improve them?
- Where do you see yourself in five years? In 10 years?
- What will you do best for us if we hire you?
- Why are you interested in this position?
- Why do you want to work for us?
- What do you know about this organization?

## PERSONAL

- Who are your role models? Why?
- Describe an ideal job.
- How do you feel about travel? Relocating? Working overtime? Flextime?
- How much initiative do you take?
- With what types of people do you prefer working?
- How creative/analytical/tactful/empathetic/independent/motivated are you?
- How do you plan and organize a major project?

## EDUCATION

- How and why did you choose your major?
- Do you think you received a good education? Why or why not?
- Which classes did you like best? Least?
- What leadership positions did you hold?
- What activities were you involved in? What did you learn from these?
- If you were to start over, what would you change about your education?
- Why were your grades so low? So high?
- Did you do the best you could in school? Why or why not?

## WORK EXPERIENCE

- What did you enjoy most or least about your last position?
- How do you think a former supervisor would describe your work?
- What were your major achievements in each of your past jobs?
- How do you think your experience as \_\_\_\_\_ will make you a good employee for us?
- What did you like or dislike about your boss?
- Which tasks did you enjoy the most or like least? Why?
- Why did you leave your former position?

## BEHAVIORAL-BASED QUESTIONS

- Tell me about a time when you had to work as part of a team. What role did you take?
- Give me an example of a time that you had to work with a very difficult person.
- Tell me about how you were able to balance numerous responsibilities during the last year.
- Tell about a time when you made a mistake. What did you learn from the experience?
- Define successful communication. Give me an example of when you communicated successfully.
- Tell me about an accomplishment of which you are particularly proud.
- Give an example of when you had to work under pressure.
- Give me an example of a time when you gained the support of others who had differing points of view.