

## POTENTIAL INTERVIEW QUESTIONS

The following are typical questions you may be asked during an interview.

Remember to:

- Describe yourself positively, focus on your strengths
- Focus on what interests the interviewer
- How you can do the job
- How you fit into the team
- What you have accomplished in your prior positions
- How can you help the organization

### TRADITIONAL INTERVIEW QUESTIONS

Traditional questions help the hiring person get a general sense of who you are. Answering these can be difficult because they often ask us to talk about negative experiences, or things that may be difficult to answer.

Remember to stay positive and always end on a positive note.

1. Can you tell me a little about yourself?
2. Why should we hire you?
3. What are your greatest professional strengths?
4. What do you consider to be your weaknesses?
5. What is your greatest professional achievement?
6. Describe a difficult work situation and what you did to overcome it?
7. Where do you see yourself in five years?
8. What's your dream job?
9. What type of work environment do you prefer?
10. What's a time you exercised leadership?
11. What's a time you disagreed with a decision that was made at work?
12. How would your boss and co-workers describe you?
13. Why was there a gap in your employment?
14. How do you deal with pressure or stressful situations?
15. What do you like to do outside of work?
16. What are three things your former manager would like you to improve on?
17. What are three positive things your last boss would say about you?
18. How would you deal with an angry or irate customer?
19. Who's your mentor? And why?
20. What are your career goals?
21. What are some of your leadership experiences?
22. What questions haven't I asked you?
23. What questions do you have for me?
24. What can you do for us that other candidates can't?

## **BEHAVIOR BASED QUESTIONS**

Behavior based questions types of questions help employers get a sense of how you might behave on the job. Use past behavior to predict future performance. They ask how you behaved in certain situations.

1. What was the last project you led, and what was its outcome?
2. Give me an example of a time that you felt you went above and beyond the call of duty at work.
3. Can you describe a time when your work was criticized?
4. Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
5. Tell me about a time when you had to give someone difficult feedback. How did you handle it?
6. What is your greatest failure, and what did you learn from it?
7. How do you handle working with people who annoy you?
8. If I were your supervisor and asked you to do something that you disagreed with, what would you do?
9. What was the most difficult period in your life, and how did you deal with it?
10. Give me an example of a time you did something wrong. How did you handle it?
11. Tell me about a time where you had to deal with conflict on the job.
12. If you were at a business lunch and you ordered a rare steak and they brought it to you well done, what would you do?
13. If you found out your company was doing something against the law, like fraud, what would you do?
14. What assignment was too difficult for you, and how did you resolve the issue?
15. What's the most difficult decision you've made in the last two years and how did you come to that decision?
16. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.