

INTERVIEW QUESTIONS

COMMONLY ASKED QUESTIONS

- Tell me about yourself.
- What attracted you to this position?
- What do you know about our organization?
- Where do you see yourself in five years?
- What is your ideal position and why?
- What is your greatest strength? Weakness?
- What experiences have prepared you for this position?
- Are you willing to travel/relocate?
- Tell me about your greatest accomplishment.
- What motivates you?
- What qualifications do you have that will make our company more successful?
- Why should I hire you?
- What questions do you have for me?

QUESTIONS YOU MIGHT ASK

- What is your timeline for the hiring process?
- Can you describe for me what a typical day might look like in this role?
- What do you like best about working for this company?
- What opportunities and challenges do you foresee the person in this role will face?
- Can you describe your training process?
- What skills are you looking for a successful candidate to bring to this position?
- I am interested in staying with a company long-term. What opportunities for growth are there in this organization?
- Can you describe the organizational culture here?

BEHAVIORAL QUESTIONS

- Describe your involvement with extracurricular activities. How would you apply those activities to this position?
- Tell me about a time when you had to work under pressure. What was the result?
- Describe a situation where you took a leadership role.
- Give an example of how you worked with a team.
- Describe a time when you and a co-worker or group member had a conflict. How did you handle that situation?
- Tell me about the last time you learned something new. What was the situation and what steps did you take to learn it?
- How do you handle balancing multiple deadlines and projects?
- Provide an example of a time when you showed initiative.
- What's the most successful presentation you've given and why?

MEANING BEHIND THE QUESTION

Tell me about yourself.

Intention: Check your communication skills, see how well you can present yourself and find if you are a fit.

Tips: Try a concise, enthusiastic response that summarizes your fit for the position. This is also an opportunity to share information about your achievements and goals.

What are your weaknesses?

Intention: Employers want to see that you have self-awareness and honesty.

Tips: Be genuine. Don't say "my weakness is I care too much." After giving an honest weakness, follow up with how you manage it. "I sometimes procrastinate, but I have been using my calendar a lot more so I know exactly what my day consist of and when deadlines are approaching."

Where do you see yourself in five years?

Intention: Show your career goals and ambition.

Tips: Focus on the skills and big picture accomplishments you hope to achieve, rather than positions and job titles.

