



Commonly Asked Interview Questions

Personal Data

- **Tell me about yourself.**
- What goals have you set for yourself?
- Who or what has had the greatest influence on the development of your career interests?
- What factors did you consider in choosing your major?
- What college course work did you enjoy the most? And the least?
- What are your short term and long term goals?
- Knowing what you do about your college experience, would you make the same decision?

Personal Assessment

- **What are your three greatest strengths?**
- **What is your greatest weakness?**
- How do you solve conflict?
- Describe your leadership style.
- How do you motivate people?
- How do you deal with pressure/stress?
- What frustrates you most?
- **Why should we hire you?**
- What were your three greatest achievements in your last job/internship?
- What is the most difficult assignment you have ever had?
- Describe yourself.
- What motivates you?
- How do you evaluate your success?

Personal Experience

- What work experience has been most valuable to you and why?
- What was the most useful criticism you ever received, and who was it from?
- **How have your educational and work experience prepared you for this position?**
- Why did you choose the extracurricular that you did? What did you gain?
- What professional development experiences have you had in the last two years?
- Has your current position prepared you to take on greater responsibilities?
- What steps have you taken to improve your job skills?
- What actions on the job are you least proud of?
- **How does your experience qualify you for this position?**
- What additional training/experience have you taken advantage of?

Personal Preferences

- What two things are important to you in a position?
- **What kind of work do you want to do?**

- What are your expectations of your future employer?
- What challenges are you looking for in a position?
- **What kind of boss do you prefer?**
- What salary are you seeking?
- What can you do for us that other candidates can't?

Behavioral Questions

Behavioral Interviewing is a new style of interviewing that more and more companies and organizations are using in their hiring process. The basic premise behind behavioral interviewing is this: the most accurate predictor of future performance is past performance in a similar situation.

The key to doing well in a behavioral interview is to recall past accomplishments that you can use to illustrate your skills and characteristics.

Teamwork

- Tell me about a time when you had to work with a diverse group or an unfamiliar team member to achieve a specific goal. What was the goal, difficulty? Who was involved? What role did you play? What was accomplished?
- Tell me about a time when you worked with a person who did things very differently from you. How did you get the job done?
- What is your best team player quality? Please give an example.
- Describe a time when a group that you were a part of was in danger of missing a deadline. How did you handle that?

Problem Solving

- Give an example of a problem you have solved and the process you used.
- Think about a difficult boss, professor, or other person. What made him or her difficult? How did you successfully interact with this person?
- Tell me about a time you had to learn something in a short period of time. How did you handle that?
- Describe a time in which you effectively developed a solution to a problem by combining different perspectives or approaches.

Leadership

- In a particular leadership role you had, what was the greatest challenge?
- How have you demonstrated initiative?
- Give an example of when your persistence had the biggest payoff.
- What leadership positions have you held? Describe your leadership style.

Project Oriented

- Tell me about a project you have initiated.
- Give me an example of a project you had and had failed, how did you handle that?
- Tell me about a team project that you were proud of your role and the outcome of the project.
- Take me through a project where you demonstrated leadership skills.

Customer Service

- Recall a time from your work experience when your boss or manager or supervisor was not available and a problem arose. What was the nature of the problem? How did you handle the situation? How did it make you feel?
- Tell of the most difficult customer service experience that you have ever had to handle – perhaps an irate customer. Be specific and tell me what you did and what was the outcome?
- Sometimes it can be challenging to provide quality and courteous service to a hostile or uncooperative customer. Describe a time when you had to deal with a challenging or tense situation with a customer or another person.

Communication

- Summarize a situation where you successfully convinced others to do something or see your point of view.
- Have you generated and new ideas while at school or work?
- Give an example of a time where you had to persuade someone to accept an idea or proposal.
- Give an example of a time you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle this person?

Analytical

- Walk me through a situation where you had to do research and analyze the results for one of your classes.

Organization

- Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize? How did you manage your time? What was the outcome?
- Describe a time in school when you had many projects or assignments due at the same time. What steps did you take to get them all done?

General

- Can you give me an example of how you have worked independently?
- Tell me about the riskiest decision you have ever made.
- Describe your three greatest accomplishments to date.
- How have you constructively dealt with criticism or disappointment and turned it into a learning experience?
- Tell me about a challenge that you successfully met.

*Preparing for these questions will benefit you in the interview process.
Schedule an appointment with a Career Specialist to have a Mock Interview,
the next important step in evaluating your preparation.*

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