

INTERVIEW QUESTIONS

Interviews are used to assess your skills, work experience, and competency related to a specific role or function. No two interviews are the same, although preparing and practicing your responses to common interview questions may help you organize and gather your thoughts, focusing on the most important information that you want to convey.

STEPS TO PREPARE YOUR RESPONSES

1. Analyze and highlight the skills and qualifications required for the job you are seeking, as outlined in the job description.
2. Recall and identify three successful experiences and three challenging experiences where you used the highlighted skills. Consider examples that demonstrate the use of multiple skills.
3. Out of the six, choose three experiences that are measurable and specific, and for which you show evidence of your success.

TYPES OF QUESTIONS

BEHAVIORAL-BASED INTERVIEW QUESTIONS

Behavioral-based interview questions focus on the work behaviors the employer wants to find in the “ideal” candidate. This popular questioning style relies on past behaviors to predict future performance.

Interviewers can ask for *examples of past situations with positive or negative results*. You may be asked to describe a time when you contributed to a team, solved a problem, demonstrated leadership, dealt with an ethical decision, took a risk, overcame an obstacle, etc. You will need to describe the situation, the challenge, and the outcome (how you resolved the problem or how you learned from it). The STAR method is the most effective way to answer behavioral-based interview questions.

STAR METHOD

- Situation:** Provide a brief context of challenges, problems, concerns, issues, conflicts
- Tasks:** Outline your responsibility and role in the situation
- Actions:** Describe your behavior, the skills you utilized, and how you contributed
- Results:** Describe the outcome and your accomplishments – how you were effective

Behavioral-based Sample Questions:

- Describe a time when you worked as a member of a team. Describe your role. What did you contribute?
- Describe an accomplishment. What did you do to make that happen? Be specific.
- Tell me about a time you performed well in a stressful situation. What did you do?
- Tell me about a time when you were not (or you were) satisfied with your performance.
- Describe a problem you had at work and you went about solving it.
- Describe a recent problem you attempted to solve using a systematic and logical process.
- Tell me about a weakness you used to have. What did you do to improve that skill?
- Tell me about a time when you took the initiative and went beyond what was expected of you?
- Describe a time you were faced with an ethical dilemma or had to make an ethical decision.
- Describe an unpopular decision you had to make.
- Tell me about a time when you initiated developing professional relationships with stakeholders.
- Have you ever been on a team with an unproductive person? How did you handle that?
- Tell me about a time you found errors in your work. When did you discover the errors and how did you resolve them?
- Tell me about a time you effectively used insert skill from job description skills.

SITUATIONAL INTERVIEW QUESTIONS

Situational interview questions provide a hypothetical example of a situation in order to measure your decision-making behavior.

Situational Sample Questions:

- A client is unsure about the product you've been working to close for months. What is your strategy moving forward?
- You come into work and a co-worker is angry that he/she is the only member of the team pulling their weight. What would you say?
- How would you effectively develop relationships with your co-workers and supervisors? Be specific.
- You have been asked to mentor a new staff member. How would you prepare and how would you guide the new staff member?
- A team member is not performing their role as expected. What would you do?
- How would you attempt to solve a problem using a systematic and logical process?
- How would you present an innovative idea for improving a process or procedure to your supervisor?
- You are in a customer service role and are assisting with an individual who is not a native speaker and cannot understand you. What would you do?
- You show up to your first day and your supervisor is unexpectedly out sick. What do you do?

GENERAL INTERVIEW QUESTIONS

General interview questions typically focus on interpersonal skills and your ability to perform the daily functions of the job. The questions provide the interviewer with a better understanding of who you are as an employee.

General Sample Questions:

- Tell me about yourself.
- How are you the best fit for this role?
- Why are you interested in working for us? What do you know about us?
- How would this job fit into your short term and long-range career goals?
- How do you believe you could contribute to this organization?
- Describe an accomplishment from your last position that you are most proud of.
- What are your top two strengths? Provide examples of each.
- Name your biggest weaknesses (or skills and qualities you need to improve).
- What motivates you to put forth your best effort?
- What frustrates you in a work environment?
- How do you measure success?
- What would be your ideal job? (also could be - ideal employer or an ideal supervisor)
- Is there anything else you want to tell me?
- What questions do you have for me?
- Why should I hire you?
- If your last supervisor was to describe you, what do you think they would say?

TECHNICAL INTERVIEW QUESTIONS

Technical questions will focus on knowledge required in the industry and focus on industry-specific skills and experiences as it relates to the role.

Technical Sample Questions:

- Engineering: What factors need to be considered when building a traffic signal system?
- Teaching: What is your experience with and knowledge of standards-based education?
- Nursing: What procedures would you follow for a patient with fall precautions?
- Finance: Define Working Capital.
- Architecture: We have a house blueprint set up in AutoCAD. Is there anything you would do differently?
- Marketing: Describe the sales funnel and why it's important for digital marketing.
- Film and Television: Describe your experience working on production teams.
- Sales: In your last position, how much time did you spend cultivating customer relationships versus hunting for new clients, and why?
- Data Processing: What is the difference between OLAP and OLTP? When is each used?
- Music: As a producer, what is your preferred software an electronic driven music ProTools or Ableton? And why?