

# SAMPLE INTERVIEW QUESTIONS

These are just some examples of questions you may be asked during your interviews. Each interviewer has their own personal interviewing style and will ask questions that they are comfortable asking. You must be prepared with positive answers to ALL questions. Therefore, it is good to take a list like the one below and practice your answers. Another great way to ensure that your answers are good is to have someone you know and trust ask you interviewing questions out loud. You will then be able to hear your answers and make any needed adjustments.

**Stay positive! Think before you speak! Be honest! Be yourself!**

## **GENERAL INTERVIEW QUESTIONS:**

- 1. Tell me about yourself**
- 2. Why are you interested in this position?**
- 3. Please describe 2 of your strengths and 2 of your weaknesses**
- 4. What type of supervision do you best respond to?**
- 5. What type of work environment do you perform best in?**
- 6. What 3 words would your previous supervisor use describe you?**
- 7. Tell me about some of your professional goals**
- 8. What do you know about our company?**
- 9. What qualifies you for this position?**
- 10. What do you feel would be your biggest challenge if you were hired for this position?**

## **BEHAVIORAL INTERVIEW QUESTIONS:**

- 1. Sometimes it is easy to get “in over your head.” Describe a situation where you had to request help or assistance on a project or assignment.**
- 2. Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?**
- 3. Tell me about the most difficult customer service experience that you ever had to handle – perhaps an angry or irate customer. Be specific and tell what you did and what the outcome was.**
- 4. Have you ever found yourself in a situation in which your results were not up to your professor/supervisor’s expectations? What happened? What action did you take?**
- 5. Share with me an example of a time when you had to be quick in coming to a decision, and how did you arrive at that decision?**
- 6. Give me an example of a time when you were able to successfully communicate with another person, even when that individual may not have personally liked you.**
- 7. Describe a major change that occurred in your life (possibly within a previous job or class). How did you adapt to this change?**
- 8. Tell me about a time when you were particularly effective on prioritizing tasks and completing a project on schedule.**
- 9. Describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions.**
- 10. Give an example of a time when you went above and beyond your job duties to accomplish a task.**

## **QUESTIONS FOR YOU TO ASK THE INTERVIEWER(S):**

**Be prepared to ask questions in order to clarify issues or previous statements and demonstrate your interest in the position and organization.**

- 1. Can you tell me what the hiring process will be after today's interview?**
- 2. What are 1-2 goals that you would like to see the person who fulfills this position achieve within the first year of employment?**
- 3. What challenges do you see the person who fulfills this position facing?**
- 4. What type of training will be offered to the person hired?**
- 5. What opportunities for professional development and growth does your company offer or support?**