



UNIVERSITY CAREER SERVICES

Sample Interview Questions

Common Questions

- Tell me about yourself
- What are your long-range and short-range goals/objectives?
- How has college prepared you for this job?
- What have you learned from your mistakes?
- What questions do you have for me?

Strengths

Convey your top five reasons to be hired.

- What are your 3 greatest strengths? Give an example of when you used each.
- What is your greatest weakness? Or why should we hire you?
- What qualifications do you have that make you think you will be successful?

Motivation

Show the interviewer you are motivated to contribute, stay with the organization, and grow.

- Why did you decide to pursue a career in this field/industry?
- Tell me about the jobs you have enjoyed the most. Tell me about the jobs you have enjoyed the least. What about those jobs did you specifically like or dislike?
- Where would you like to see yourself with this company in 3 years?
- How much did you research this company before applying? What specific things about this job most excite you? What specific things about this job least excite you?
- Share your professional development, reasons for choosing it, and future opportunities you'd pursue and why.

Fit

Know the organization and match your personality, goals, knowledge and values to it.

- Why did you decide to seek a job with us?
- What work environment suits you best? How would you enhance your previous one for productivity?
- What types of individuals do you enjoy working with most and least?
- Tell me about the best supervisor you have worked with. What was his or her management style?
- Describe your most difficult supervisor and why working with them was challenging.
- In what ways can you contribute to our company?

Behavioral Questions

- Describe a time you faced a tight deadline. How did you handle it and what was the result?
- Share an example of a conflict or problem you faced in a previous workplace and how you managed it.
- Describe a situation when you had to make a decision and key information was slow in coming to you. What action did you take? What was the outcome?
- Provide an example of how you persuaded a supervisor about an idea and describe the outcome.
- Describe the system for tracking multiple projects. How do you monitor progress against deadlines and stay focused?
- Describe two of the most significant challenges you have experienced in your career (education). How did you overcome them? What did you learn?
- Give me a specific example of a time when you took the initiative to improve or streamline a task at a previous job (class). Why was a change necessary? What was the outcome?
- Describe a time when you went out of your way to help someone understand a new task or procedure.

Questions to Ask During an Interview

Matching Qualifications/Strengths

This is your chance to determine if your qualifications are a real match for this position

- What qualities are you looking for in new hires?
- What characteristics does a successful person in your organization possess?
- What are your expectations of new employees?
- What are some of the achievements made by employees in this position in the past?

Fit

This is your chance to determine if this organization or department aligns with your work style.

- Describe the ideal candidate for this job.
- What is the organization's attitude about advancing people from within?
- How would you describe the overall work atmosphere?
- What tasks will occupy the majority of my time?

Hiring Process

This is your chance to understand their hiring process and learn what your next steps are.

- What is the next step in the hiring process?
- Do you have any questions or concerns about my ability to do this job that would prevent us from moving to the next step in the process?
- When do you want to have the position filled?

Position Information

This is your chance to demonstrate positive interest and that you have researched the position.

- What would a typical day's work look like in this position?
- Will I work as part of a team, and if so, who will be in the group?
- What are the three top goals you've set for this position for the coming year?
- What are the biggest challenges I'll face in this position?

Management

Your manager's style reflects team culture; understanding it helps predict if you'll thrive there.

- How will my performance be evaluated?
- How would you describe your organization's personality and management style?
- Is there a current organizational chart available for the company/ this department?
- Can you share a time you coached or mentored a team member to improve a skill?

Questions to Avoid

- Avoid asking specific questions on salary, benefits, perks, vacation time, or focusing too much on compensation during the preliminary interview process.