

Interview Prep Tool

By practicing answering these common non-technical interview questions, you will be prepared for a range of behavioral questions, including ones not in this list! Keep in mind that this only covers behavioral/non-technical interviews. Depending on your field, you will need to do additional preparation for technical interviews, and you should always research the company so you're prepared for any formats or questions specific to them.

Position and Company Research

[Put position descriptions & company research here]

Common Interview Questions

You should have prepared answers for all of these questions ahead of any interview! While you should tailor your response for each company/role you interview for, you can recycle much of the content, which saves you time preparing for individual interviews.

1. **Tell me about yourself.**
2. **What do you know about our company?**
3. **Where do you see yourself in the next 3-5 years?**
4. **Why do you want to work here?**
5. **What makes you most qualified for this role?**
6. **What is your greatest weakness?**
7. **What is your greatest strength?**

Additional Interview Questions

- Why do you want this job?
- Why should we hire you?
- What is your greatest professional achievement?
- What's your dream job?
- What type of work environment do you prefer?
- How would your boss and co-workers describe you?
- Find more questions (and answers) [here!](#)

Questions for the Interviewer

- What is your favorite aspect of working at ___?
- If you could change one thing about the company, what would it be?
- What is the greatest challenge you face in your position?
- How do you see the organization or team changing in the next year?
- Find more suggestions [here!](#)

Scenario Questions

- A time you succeeded / Your biggest accomplishments / Your greatest challenge
- A time you persuaded someone who did not agree with you
- A time you dealt with and resolved a conflict (among team members)
- A time you led a team / a time you showed leadership skills
- A time you dealt with stress
- The most difficult problem you've encountered in your previous job, and how you solved it
- A time you solved a problem creatively
- A time you had to exceed expectations to get a job done
- A time you showed initiative
- Tell me something that's not on your resume
- An example of an important goal you set and how you reached it
- A time you failed

Anecdotes

Using the STAR Method, write 4-7 stories that you can tell in response to the Scenario Questions above: **Situation — Task — Action — Result**

Thank-you email

Always, always, **always** send a thank-you email after an interview. This step only takes you a couple minutes, but it keeps you top of mind for your interviewers, gives you a chance to reinforce why you're a great fit for the opportunity, and helps you stand apart from other candidates. **Do not miss this step!** Sample email template below- you can adapt this for informational interviews, too!

Hi (name),

Thank you so much for taking the time to meet with me yesterday to discuss my candidacy for (role title). After learning more about (share one or two takeaways from the interview about the company/team's priorities), I'm even more excited to bring my skills in (1-3 relevant skills) to the team.

I look forward to hearing from you about next steps, and if there is anything that I can clarify about my experience or qualifications for the (role title) position, please don't hesitate to reach out.

*Thank you for your consideration,
(your name)*