



Interview Question Bank

Technical/ Professional Knowledge & Skills

- Describe a time when you successfully demonstrated your knowledge in [professional area]. Contrast this with a time when you weren't able to do so. What did you do differently?
- Describe a project, situation, or assignment that challenged your professional skills. How did you manage the situation?
- Give me an example of a project you completed that demonstrated your expertise in [professional area].
- Tell me about the most complex technical assignment or project you've worked on. What was your role? What did you do?
- Tell me about an aspect of your [professional area] you are still trying to master. What approach do you use to gain this new knowledge?

Team Work & Collaboration

- Describe a specific situation where you had to resolve a challenging issue that your team had with another team. What did you do? What was the result?
- Describe a specific project when you were (or weren't) successful working as a team. What happened? What would you do differently?
- Describe a team that you've been on where someone was not pulling their own weight. How did you handle it?
- Tell me about a time when developing good working relationships on your team was critical for success. What did you do? What happened?
- Tell me about a time when you couldn't meet a commitment to a business partner or colleague. How did you handle this situation? What was the outcome?
- Discuss a time when you had to handle a situation with a coworker that was sensitive or uncomfortable. How did you handle this situation?
- Tell me about a time when you made a difficult decision that was not well received by either your management or colleagues. How did you handle the feedback?

Innovation & Problem Solving

- Describe a time when you came up with a creative solution to a problem.

- Give me an example of an idea you came up with and implemented that had a significant impact on your team, the customer, the product, and/or the company.
- Tell me about the hardest problem you had to solve on a project. Why was it hard to solve? How did you solve it?
- Describe a situation when you demonstrated initiative and took action without waiting for direction. What was the result?
- Give me an example of when you took a risk to achieve a goal. What was the outcome?
- Tell me about a problem that you solved in a unique or unusual way. What was the outcome? Were you satisfied with it?

Decision Making & Critical Thinking

- Give me an example of a good decision you made recently. What alternatives did you consider? Why was it a good decision?
- Describe a time when you weighed the pros and cons of a situation and decided not to take action, even though you were under pressure to do so.
- Describe a specific situation when you had to involve others in making a decision. Why did you do so? To what extent did you use their input?
- Tell me about a time when you had to develop an alternative course of action to address a problem. What decision criteria did you use?
- Give an example of a decision you had to make. Describe how you made that decision. What were the steps you went through to solve the problem? Did you involve others? Why or why not?
- Describe a situation when you were given an assignment that was difficult to complete because you were uncertain of several key elements. How did you go about completing the project?
- Tell me about a time when you had to analyze and apply new information to your job.

Culture Fit

- Describe a specific situation in which you felt that your work environment wasn't a good fit for what was most important to you. Why was this the case?
- Give me a sense of which specific elements of a work environment are most important to you.
- Describe the culture of your current organization and give an example of how you work within this culture to achieve a goal.
- When were you most satisfied or dissatisfied working in a company or organization? What was it about the company or organization that made it satisfying/dissatisfying?

- Tell me about a time when work would have been more enjoyable if some characteristic of the company or organization had been different (e.g. policies, environment, structure).

Managing Others

- Describe a time when you had to provide feedback to others on their performance. What approach did you use? What was the result?
- Tell me about a time when you were the leader of a team where you knew little and the team had all of the expertise. How did you deal with this situation? How did you establish credibility with your team?
- Describe a time when you took an unpopular position. What was the result?
- Tell me about a time you made a mistake and accepted responsibility for it.
- Describe a leadership situation that you would handle differently if you had to do it over again.
- Give an example of a time when you helped a team member accept change and make the necessary adjustments to move forward. What did you do?
- What have you done to develop the skills of your team? Give a specific example of a development plan you created and implemented with an individual.

Sales

- Describe an approach you used that was successful in making a significant sale. What steps did you take? What did you do that closed the sale?
- Describe a situation in which you won the sale because of how you positioned your offering (product/service). What was your approach?
- Describe a situation in which you lost the sale because you positioned your offering (product/ service) ineffectively. Why didn't it succeed?
- Describe a situation in which you negotiated a favorable outcome. What approach did you use to plan and conduct the negotiation? What was the outcome?

Communication & Influence

- Give me an example of two different people or teams you have worked with where you had to use a different communication style to be effective.
- Describe a time when you had to convince someone that your approach or idea was right and theirs was wrong. What approach did you use?
- Tell me about a time when you didn't communicate effectively. What happened? What did you learn? What would you do differently?
- Tell me about a time when you were able to achieve a result and be successful because of your communication skills.

- Tell me about a time when you had to explain a complex technical problem to a person who does not understand technical jargon.
- Have you ever had to “sell” an idea to your co-workers or group? How did you do it? Did they “buy” it?
- Describe a situation when you were able to strengthen a relationship by communicating effectively. What made your communication effective?
- Tell me about the most difficult person you’ve had to negotiate with. What happened? What was the result?

Initiative

- Tell me about a time when you did something that wasn’t specifically part of your job or outside of your job responsibilities. What did you do? Why?
- Describe a specific situation when you did work independently and without direction.
- Give me an example of a time when you identified a problem and solved it without being given direction. What did you do?
- Tell me about a project or idea that was sold or implemented primarily because of your efforts.
- Describe a situation in which you identified a problem and took action to correct it rather than wait for someone else to do so.
- Describe a time when your quick response to a problem or situation made a difference. What happened?

Passion

- What is your greatest achievement? Why was this important to you?
- Give me an example of something you are most passionate about. Why is this a passion of yours? What do you do to further that passion?
- What elements of this job at this company reflect what you are most passionate about?
- Tell me about a time when you worked on a project that was rewarding to you. Why was it satisfying?