HR-Interview // Typical Questions

Introduction
- Tell me a little about yourself.

Motivation questions
- Why did you apply for this role?
- Why do you want to work for us?
- What do you already know about us or our company?
- What motivates you?
- What are you passionate about?

Questions for career changers
- Why do you want to change career? Why now?
- What makes you think you could succeed in this profession?
- What value will you bring to this role?
- What skills from your current/former role do you believe are transferable?
- What hurdles do you think you'd have to overcome if offered this role?
- How would you overcome those hurdles?

Strengths & qualifications
- What are your strengths? / What are your weaknesses?
- Why should we hire you? / Why are you the right candidate for this role?
- How are you different from the competition?
- How would you rate yourself on a scale of 1 to 10?
- What is your biggest achievement so far?
- What are you most proud of?
- What was your biggest mistake? (and what did you learn from it?)

Cultural fit
- Describe the work environment or culture in which you are most productive and happy.
- What is your preferred work style? Do you prefer working alone or as part of a team?
- What three words would a current manager/colleague/direct report use to describe you?

Plans and goals
- What goals, including career goals, have you set for your life?
- Where do you see yourself in 3/5/10 years?
- Are you currently interviewing with other companies?

End of interview:
- Do you have any questions for us?

Behavioral and competency-based questions

Answer with **CARL-approach:**
- ★ **C**ontext: 10 % of your answer
- ★ **A**ctions: 70% of your answer
- ★ **R**esult: 10% of you answer
- ★ **L**earnings: 10% of your answer

Team-player & Collaborator - Open-minded, affable, and organized
Great engineers know that no individual or team can make the company successful on their own. They realize the importance of working together for the greater good .

- Give me an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?

- Tell me about a time when you were communicating with someone, and they did not understand you. What did you do?

- Tell me about one of your favorite experiences working with a team. What was your contribution?

- Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?

- Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?

Adaptable - Flexible - able to incorporate different views
The top candidates will be as comfortable with days spent debugging and writing code as they are with navigating multiple programs. Showcase a real understanding of the demands of the role and demonstrate awareness to the expectations of the specific organization.

- Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?

- Describe a situation in which you embraced a new system, process, technology, or idea at work that was a major departure from the old way of doing things.

- Recall a time when you were assigned a task outside your job description. How did you handle the situation? What was the outcome?

- Tell me about the biggest change that you had to deal with. How did you

adapt to that change?

- Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.

- Can you tell me about a time when you stepped out of your comfort zone at work?

Time management - Organized and can prioritize well

- Tell me about a time when you had to juggle several projects at once. How did you organize your time? What was the result?

- Tell me about a project you planned. How did you organize and schedule the tasks?

- Describe a time when you felt stressed or overwhelmed. How did you handle it?

- Give an example of a time when you delegated an important task successfully

- How do you determine what amount of time is reasonable for a task?

- There is a phrase that says, "Let's not let perfect kill good." What does this statement mean to you? Do you have an example of when you applied this principle in the past?

- Tell me about a time when you simplified a process or streamlined operations at work?

Communication - Articulate and a great listener

- Tell me about a time when you had to communicate an uncomfortable message to your manager or your client. How do you handle it?

- Have you ever had to "sell" an idea to your coworkers or group? How did you do it? What were the results?

- How have you been effective at explaining complicated technical challenges with someone who doesn't have a technical background?

- Tell me about a time when your active listening skills really paid off.

- Describe a situation where you felt you had not communicated well. How did you correct the situation?

- Tell me about a recent experience presenting a new project, preparing a

speech, or pitching an idea. How did you prepare? What obstacles did you face? How did you handle them?

Problem solver - Synthesizes information to find solutions

- Tell me about a customer or stakeholder who made unreasonable demands of you or your team. How did you resolve it?

- Tell me about the toughest work problem you had a hand in solving. How did you do it? What was the proposed solution?

- Have you ever had anyone who worked with you do or say something that was inaccurate or misleading? How did you handle it?

- Tell me about a time when you anticipated a challenge and what did you do to prevent it.

- Tell me about a time when you had a negative experience with a coworker, client or customer who complained about you. How did you fix the issue to improve the relationship and resolve the

Creative thinker - Innovative risk-taker; thinks outside the box

- Tell me about a time in a professional setting where you took a big chance to achieve your goals.

- Can you tell me about a time when you needed to break organizational boundaries to help your team win? Tell me about the situation.

- Can you give an example of a new process or product you have implemented at work recently?

- Tell me about an innovation that you weren't involved in at your company that you were impressed with recently. What is the most innovative project, program, etc. that you've been a part of? What was your role, the impact, etc.?

- If you had $100,000 to promote/sell/create a new business of your choice, what would it be? How would you do it?

Culture add - Brings a new voice to the team.
The progressive employers are looking for culture add rather than for a culture fit. This means you should be informed about a company's values and culture.

- What are the three things that are most important to you in a job?

- Tell me about a time in the last week when you've been satisfied, energized, and productive at work. What were you doing?

- What's the most interesting thing about you that's not on your resume? ●
  What would make you choose our company over others?

- What's the biggest misconception your coworkers have about you and why
  do they think that?

- What are 3 words your manager would use to describe you? Your best
  friend? Your parents?

Growth mindset - Open to feedback and new ways of thinking

- Recall a time when your manager was unavailable when a problem arose.
  How did you handle the situation? With whom did you consult?

- Describe a time when you volunteered to expand your knowledge at work,
  as opposed to being directed to do so.

- What would motivate you to make a move from your current role?

- Tell me about a time when your manager or a team member gave you
  critical or constructive feedback. How did you address the feedback? How
  did you react?

- What's the biggest career goal you've ever achieved?

Results driven, Focused on success; uses data to optimize

- Tell me about a time when you implemented a project from strategy to
  execution. What were the results?

- Describe a situation where you had to lean on data to inform a decision.

- What have you contributed to your company that led to increased revenues,
  reduced costs or time savings?

- Give me an example of a time when you went above and beyond a specific
  project ask/scope.

- How would you define "success" for someone in your chosen career?

- Tell me about an important goal that you set in the past. How did you
  achieve it? Why did you choose this goal?