

# Practice Interview Questions

## Integrity

*Describe...*

- A time when your integrity was challenged and how you handled it.
- A time when you experienced a loss for doing what was right.
- An objective in your last job that you failed to meet and why.
- The last time you were criticized and how you dealt with it.
- What you have learned from mistakes.
- A time when you worked on a project that didn't work out the way it should have and what you did about it.

## Personality & Temperament

*Tell me about...*

- What motivates you the most.
- What your references would say about you.
- About a situation in which you had to take a risk.
- About two or three tasks that you do not enjoy.
- About a conflict you've had with a co-worker or client and how you resolved it.
- How you remain motivated to complete tasks.
- A situation in which you worked under pressure.

## Problem-Solving Ability

*Tell me about...*

- The most innovative thing you've done.
- A situation in which you had to solve a difficult problem.
- Your approach to solving problems.
- A time when you anticipated a problem and how you dealt with it.

## Coping

*Describe...*

- What you do when you disagree with a co-worker about a work-related process.
- A time in which you felt frustrated and had to deal with another person's anger.
- How you respond when you hear gossip about a co-worker?

Your Answers:

Your Answers:

Your Answers:

Your Answers:

### **Decision-Making**

*Tell me about...*

- A time you made a decision that others did not agree with.
- A choice that was difficult for you to make related to a work situation.
- A time when you were not given clear instructions and had a deadline to meet.
- What is most important to you in a job.
- The most difficult decision you had to make. How did you arrive at it?

### **Team-Building**

*Describe...*

- A time when you helped someone on your team and how your actions made a difference.
- How you accomplish your team goals when working with a difficult team member.
- A time when it was important to follow directions. List the specific steps you followed.

### **Commitment to Task**

*Give me an example of...*

- A time you went the extra mile for an employer?
- A time when it was hard to get the job done. What did you do to meet your obligations?
- Tell me about a time when you exceeded the goals or expectations at work.

### **Assertiveness**

*Tell me about...*

- A work situation where you were tactful while being assertive.
- Describe a time when you talked to a supervisor and expressed your disagreement about a project or work process.
- Describe how you would discuss a safety issue regarding a co-worker's behavior.

### **Flexibility**

*Describe...*

- A work situation where you had to change what you were doing. How did you respond?
- A work situation where you responded to a policy or process change.
- A situation when you have been open to other people's ideas and how you used these ideas.
- A time when you took a risk.

**Your Answers:**

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