

Master Common Interview Questions Worksheet

1. Tell me about your strengths.

Analyze a position of interest and list your strengths based on the top three competencies of the position.

Strength 1:

Strength 2:

Strength 3:

List an example that demonstrates you using these strengths:

Situation:

Actions:

Results:

Develop your answers from above.

2. Tell me about your weakness.

Analyze the position of interest and find a required skill you do not have, write it as your weakness below.

Obvious weakness:

List an example of how you have overcome a weakness in the past.

Situation:

Actions:

Results:

Create a statement of how you will overcome this weakness using the example above to support your answer.

3. Why are you interested in our company?

Research the company through websites, news releases, and LinkedIn profiles and answer the following questions.

How does the mission, product, or service of the organization align with your interests?

How do your strengths align with the position?

How does this position fit in with your longer-term career plans?

4. Why did you leave your previous company?

If it was a good situation, let them know what you like about the company, and then let them know what you like about them and how this fits your career trajectory.

If it was not a good situation, list what you did like about the previous company.

Like 1:

Like 2:

Now list what would have helped support you to master your previous position.

Support 1:

Support 2:

Develop your answer first with your likes and then what would help you to be successful in your next position.

5. Are you willing to travel or relocate?

If you are willing to travel or relocate, let them know why you are excited, confirming for them that this is not a maybe.

If you are unsure or cannot travel or relocate at this time, list your concerns.

Concern 1:

Concern 2:

Frame your answer by showing your commitment and ability to do the job. Then frame your questions to clarify your concerns on travel or relocation.

6. What would you like to accomplish in the next 30/60/90 days?

Research the company through websites, news releases, and LinkedIn profiles and answer the following questions.

What do you think they are doing well?

Based on what you see as an outsider, what would be an improvement or goal you could accomplish in the time period stated?

How would you work with others in the company to complete this goal?

Give an example that supports how you would complete this improvement or goal.

7. When have you gone above and beyond at work?

Start with something like, "I have several examples, but I think the most relevant is..."

Example 1

Situation:

Action:

Result:

Motivation:

Example 2

Situation:

Action:

Result:

Motivation:

8. Tell me how you handled a difficult situation.

Research the company to look for clues about how teams collaborate within the organization, how decisions are made, and how recognition is handled.

Situation (specific to your style of solving problems):

Action (used integrity, demonstrated initiative, or sought guidance):

Result (solved the problem, experienced professional growth, or learned something from the situation):

9. How did you handle a disagreement with your boss?

Situation (through informational interviews, learned different supervision styles and looked for one that had a positive outcome for organizational performance or personal development):

Action (how you advocated for your point of view and engaged your boss):

Result (arrived at a conclusion or what you learned from the experience):

10. What makes you interesting?

Explain your excitement about their organization.

Share specific skills and knowledge you would bring to the organization.

Share unique stories you can weave into your narrative.

Create your narrative.

11. What questions do you have?

In behavioral format, list three questions for the organization.

Fit question:

Success question:

Development question: