

# Sample Interview Questions

First, we'll look at some common interview questions and excellent strategies for handling them. Second, you'll find a list of sample questions related to common and also specific interview scenarios.

## Sample Questions and Response Strategies

Question: What is a problem you faced in your last role? How did you solve it.

Strategy: First, the problem you select to use as an example should be similar to a problem you could potentially face at your new job. One way to identify these possible challenges is to think about common challenges for a firm of their size or in their particular industry. Then, identify a challenge you faced in your past role, present the context of that problem, when and why it needed to be solved, and how you solved it. Quantify the positive result if at all possible (e.g. "this resulted in a 30% uptick in revenue relative to the previous quarter" or "this action attracted 40 additional qualified candidates").

Question: What did you like best and least about your previous job?

Strategy: Ideally, when you're citing things you liked about your previous job, you'll want to find characteristics of your last job that are similar or related to the Big Six Skills that are required in the job for which you are interviewing. When answering about what you liked least, keep your response short—do not be negative. For example, "What I liked about my last job was the fact that there was good on the job training. I was able to really develop my "X" skills, which I know will help me succeed here if I am fortunate enough to be able to join your team. What are the qualities and skills of the people who have been most successful in your department?"

Question: Under which circumstances do you think working on a team is preferable to working alone?

Strategy: Here, the interviewer is likely looking to learn more about how you handle opposing viewpoints. Here, it's a good idea to highlight your ability to receive ideas from others, listen carefully, and lead the group to the idea(s) that are the strongest based on clear reasoning.

Question: What do you do when you find yourself stressed out at work?

Strategy: Workplace stress is an issue for everyone—don't pretend to be immune to it. It's most powerful to give examples of how you've been calm under pressure and also describe how you avoid stress in the first place through planning and time management. For example, you might say something like: "Stress affects everyone. It's inevitable that people are going to have stressful days. I try to minimize stress by planning ahead and managing my time carefully. If something unexpected happens, I try to control my response to the situation. I can't always control what happens to me, but I can control my own response to it."

## Interview Question Sample Bank

### Questions About Work History

- Why did you leave your last job?
- Have you ever been fired or forced to resign?
- Can you explain this gap in your employment history?
- What would you hope to accomplish in your first 90 days here?
- What are your career objectives? What steps have you taken toward obtaining them?
- When have you tried to accomplish something and failed? What did you do about it?

### Questions About Working Style

- When have you had to use your presentation skills to influence someone's opinion?
- Walk me through the steps you took to reach an important long-term goal.
- What's your biggest weakness?
- Describe a decision you made that was unpopular. How did you implement it?
- What have you learned from your mistakes?
- When have you faced an unreasonable deadline at work? What did you do?
- When have you had to establish a new partnership, or build new relationships in order to get something done? How did you go about that?
- Have you ever had problems with a supervisor or a coworker? How did you handle that?
- Do you consider yourself to be a leader?
- Are you good at delegating tasks? Tell me about your process.



## Questions about Analytical Abilities

- What experience do you have with reporting tools, metrics, dashboards and scorecards?
- What technical aspects of your last job did you have to learn?
- How do you typically bring data together to answer critical questions?
- What is your experience with data visualization? What tools do you prefer to use for displaying data?

## Questions About Organizational Abilities

- What project management experience do you have? How do you keep track of tasks and activities to ensure everything is going according to plan?
- When have you managed a project under a tight deadline? Was it successful?
- Describe a complex project you worked on recently. What process did you use to manage the complexities of the project?

## Questions About Strategy and Consultative Abilities

- When have you created a strategic plan? What was the level of scope and complexity you experienced while creating the plan?
- Which engagement strategies have you used to obtain buy-in from others in an organization as you moved a strategic plan forward?
- How do you approach segmenting a complex problem into smaller parts?
- When have you worked with third-party experts to synthesize information about a complex issue? How did you use this information?

## Questions Regarding Cultural Fit with an Organization

- If I were to call your references after our interview what are they likely to say about you?
- List 10 things that you could do with a pencil. You have 15 seconds.
- What are some of the ethical challenges you foresee in this role?
- Tell me one word that best describes you.
- Have you ever broken the rules to get something done?
- If you had the opportunity to meet with 3 people, who would they be and why?
- What's the best mistake you have ever made?
- Of which personal or professional achievements are you most proud?