

INTERVIEW QUESTIONS

GENERAL INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What interests you about our company and why would you like to work with us?
3. What is the greatest strength you can bring to this position?
4. What is your greatest weakness?
5. Tell me something about yourself that's not on your resume.
6. How would you describe your ideal work environment?
7. What motivates you?
8. What are you looking for in your next job? What is important to you?
9. Tell me about a time you set a goal but didn't achieve it.
10. What do you feel will be the most challenging part of this position?
11. What are your salary expectations?
12. Why did you leave your last job?
13. What do you look for in a supervisor?
14. Why should we hire you?
15. Do you have any questions for me?

BEHAVIOURAL INTERVIEW QUESTIONS

Many interviewers use behavioural style interview questions these days. These can be recognized as questions that begin with, "Tell me about a time when..." "Describe a situation in which..." "Give me an example of..." These questions call for you to describe a specific example from your previous experience. It is thought that how you behaved in a situation previously is likely to predict how you will behave in the future, therefore behavioural interviews are very common amongst interviewers.

The trick to responding effectively to behavioural interview questions, is to provide a specific example as a story using the following acronym: STAR.

Situation: What happened? Begin with setting the story – Where were you working? What role were you in? What was the problem?

Task: What needed to be done?

Action: What did you do? 80% of your response should be focused on the Action as it demonstrates the skills you utilized.

Result: What was the result? Be sure to wrap up your story with an ending that is positive if possible. If not, explain what you learned from the situation. Many people often forget this piece.

SAMPLE BEHAVIOURAL INTERVIEW QUESTIONS

Analytical/Problem Solving

- Tell me about a time when you had to analyze information and make a recommendation.
- Describe an instance when you had to think quickly to free yourself from a difficult situation.
- Give me an example of when you identified potential problems and resolved the situation before it became serious.
- Tell me about a situation where you had to solve a difficult problem.
- Tell us about a job or setting where great precision to detail was required to complete a task. How did you handle that situation?

Communication

- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a time in which you had to use your written communication skills in order to get a point across.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

- Give me a specific example of a time when you had to handle an irate customer.
- Tell me about a recent successful experience in making a speech or presentation. How did you prepare? What obstacles did you face? How did you handle them?

Creativity/Innovation

- Tell me about a problem that you've solved in a unique or unusual way.
- Describe the most significant or creative presentation/idea that you developed/implemented.
- Tell me about a time when you created a new process or program that was considered risky.
- Tell me about a time in which you took initiative.

Decision Making

- Tell me about a difficult decision you had to make within the past year.
- Give me an example of a time when you had to make a decision without all the information you needed.
- Discuss a time when you had to make a quick decision.
- Give me an example of a time when there was a decision to be made and procedures were not in place.
- Describe a time on a job when you made a mistake. What did you do about it, and what did you learn from it?

Goal Setting

- Give me an example of an important goal you have set and tell me how you reached it.
- Tell me about a goal that you set and did not reach.
- Describe a specific goal you set for yourself and how successful you were in meeting it.
- Tell me about a goal that you set and reached which you are most proud of.

Flexibility/Adaptability

- We all have to work with people: bosses, coworkers, or customers who are difficult. Would you describe for me one of the most difficult people or situations you've had to deal with, and specifically, how you handled that person or situation?
- Tell me about a time when you had to adjust to a classmate's or colleague's working style in order to complete a project or achieve your objectives.
- Describe a major change that occurred in a job that you held. How did you adapt to this change?
- Tell me about a situation when you had to be tolerant of an opinion that was different from yours.
- We're all sometime faced with tough choices when a boss expects us to do something and it conflicts with plans or demands in our personal lives. Can you describe a time on a previous job when you had to make such a choice and what you learned from it?

Integrity/Honesty

- Tell me about a time when you experienced a loss for doing what is right.
- Give a specific example of a policy you conformed to with which you did not agree.
- Tell me about a specific time when you had to handle a tough problem that challenged fairness or ethical issues.
- Tell me about a time when you challenged the status quo to do what you felt was right.

Interpersonal

- Give me an example of when you had to work with someone who was difficult to get along with.
- Describe a situation where you had a conflict with another individual and how you dealt with it.
- Tell me about the most difficult challenge you faced in trying to work cooperatively with someone who did not share the same ideas.
- Tell me about a time when you disagreed with your boss. What was the nature of the disagreement, and what did you do about it?

Leadership/Initiative

- Describe a leadership situation that you would handle differently if you had it to do over again.
- Tell me about a time when you were in a leadership role and were faced with resistance.
- Tell me about a time when you showed initiative and took the lead in a team project.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.