

General Interview Questions

GENERAL QUESTIONS

1. Tell me about yourself.
2. How has your education prepared you for this role?
3. What do you know about our organization?
4. Based on your research, what do you find most interesting about our organization and why?
5. What are some steps you took to prepare for this meeting?
6. What part(s) of the job description interested you the most? Why?
7. What qualities/characteristics do you think make a great [insert position here]? Do you possess those qualities?
8. What are some of your greatest strengths in relation to this role?
9. Why are you interested in this field/line of work?
10. How do you plan to stay current in the field while employed here? What are your educational goals?

BEHAVIOURAL QUESTIONS

11. Describe a time you demonstrated collaboration or teamwork.
12. Describe a time you demonstrated initiative or resourcefulness.
13. Describe a time you demonstrated research or analysis skills.
14. Describe a time you identified and solved a problem.
15. Describe a time you acted as a liaison and offered help to a colleague who was in conflict on a project.
16. Tell us about a goal you set for yourself and how you achieved it.
17. Tell us about a project you are proud of. What role did you play in its success?
18. Tell us about a time you took on a leadership role.
19. Tell us about a time you made an important contribution.
20. What tools/applications/software have you worked with? Please include an example(s) of a time you used it.

SITUATIONAL QUESTIONS

21. What would you do to exceed a customer's or client's expectations?
22. What would you do if you did not understand the task that was assigned to you?
23. What would you do to ensure you produced quality work/results?
24. What would you do to motivate or encourage a teammate to achieve success?
25. How would you develop positive working relationships with others?
26. How would you promote effective communication or collaboration?
27. How would you protect sensitive or confidential information?
28. How would you structure a typical workday? How would you balance productivity and self-care?
29. How would you contribute to a diverse, inclusive, and equitable work environment?
30. If you saw an opportunity for improvement, how would you communicate it to your team?

STRESS QUESTIONS

31. What is one of your weaknesses? What is a skill you would like to develop?
32. Describe a time you struggled to meet a deadline. What happened, and how did you handle it?
33. Describe a time you made a mistake at work. What happened, and how did you handle it?
34. Describe a time your work was criticized. What happened, and how did you handle it?
35. Describe a time when results did not meet expectations. What happened, and how did you handle it?
36. Describe a time you encountered an ethical challenge.
37. Describe a time you dealt with conflict. What happened, and how did you handle it?
38. Describe your ideal work environment.
39. What would you do if you witnessed a colleague bending or breaking a rule or policy?
40. Why should we hire you? What makes you a strong/unique candidate?