



Interview Practice

Soft skills are important too!





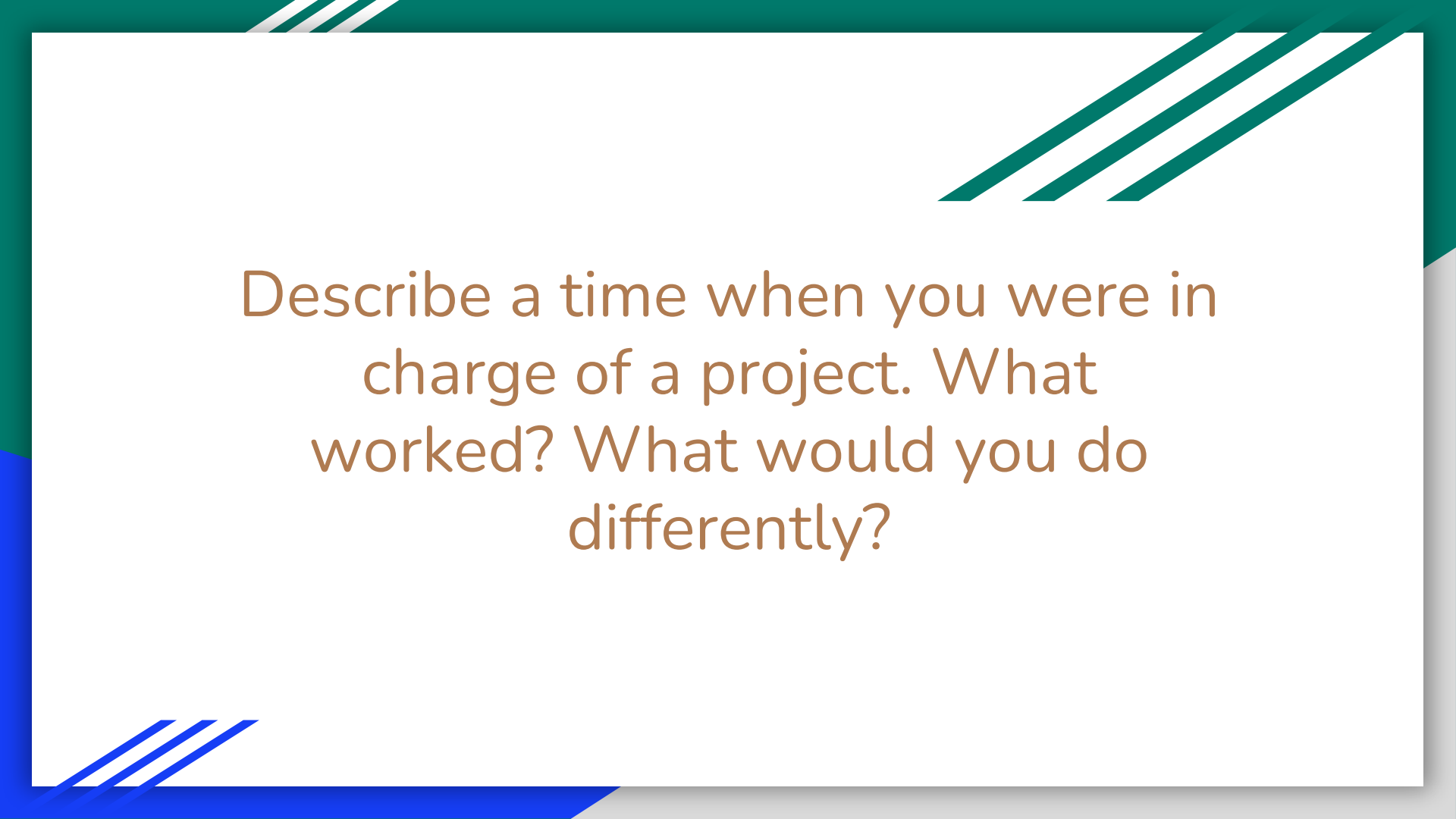
Round 1

On the spot...





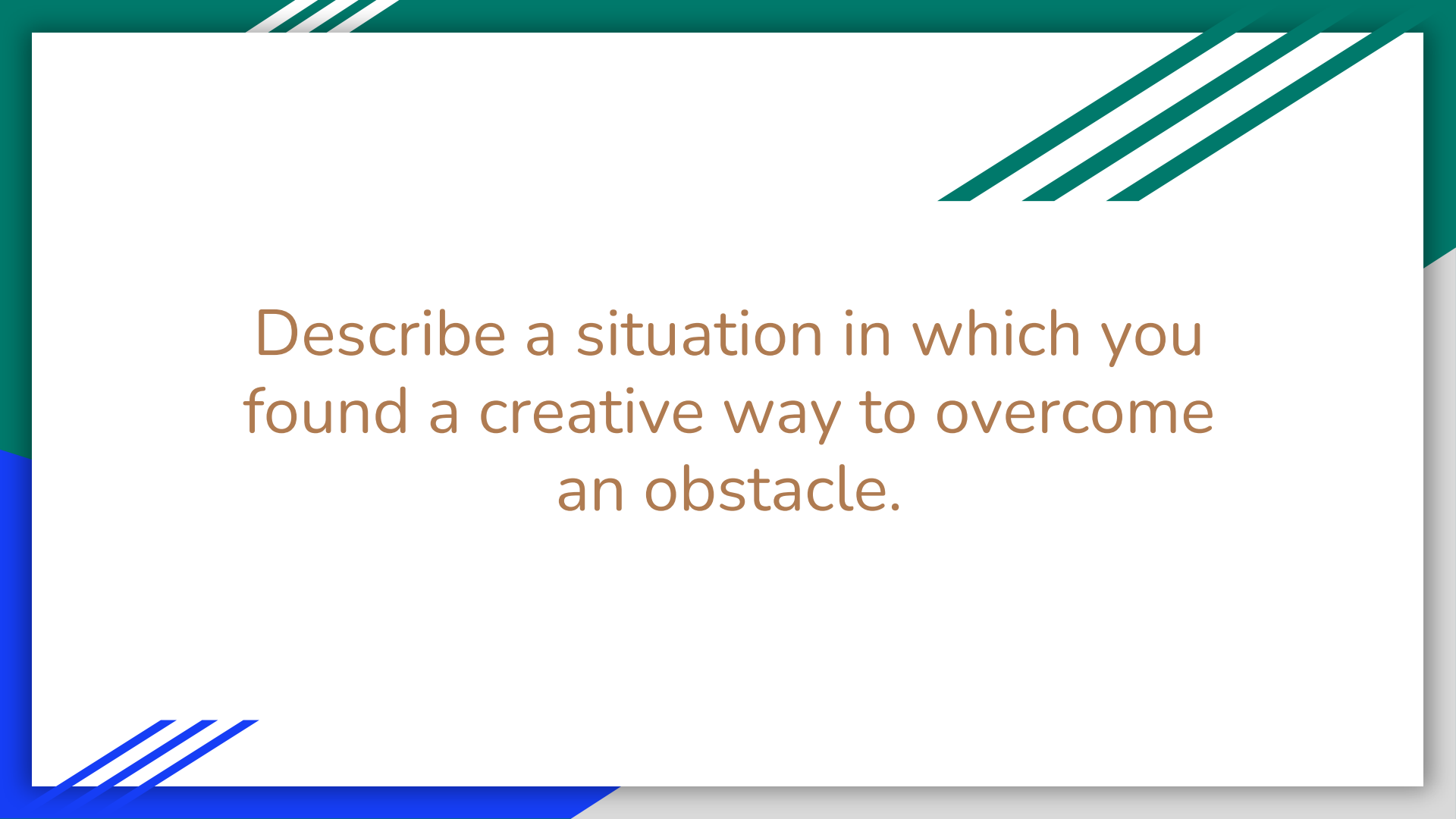
Give me an example of a time you
motivated others.



Describe a time when you were in charge of a project. What worked? What would you do differently?



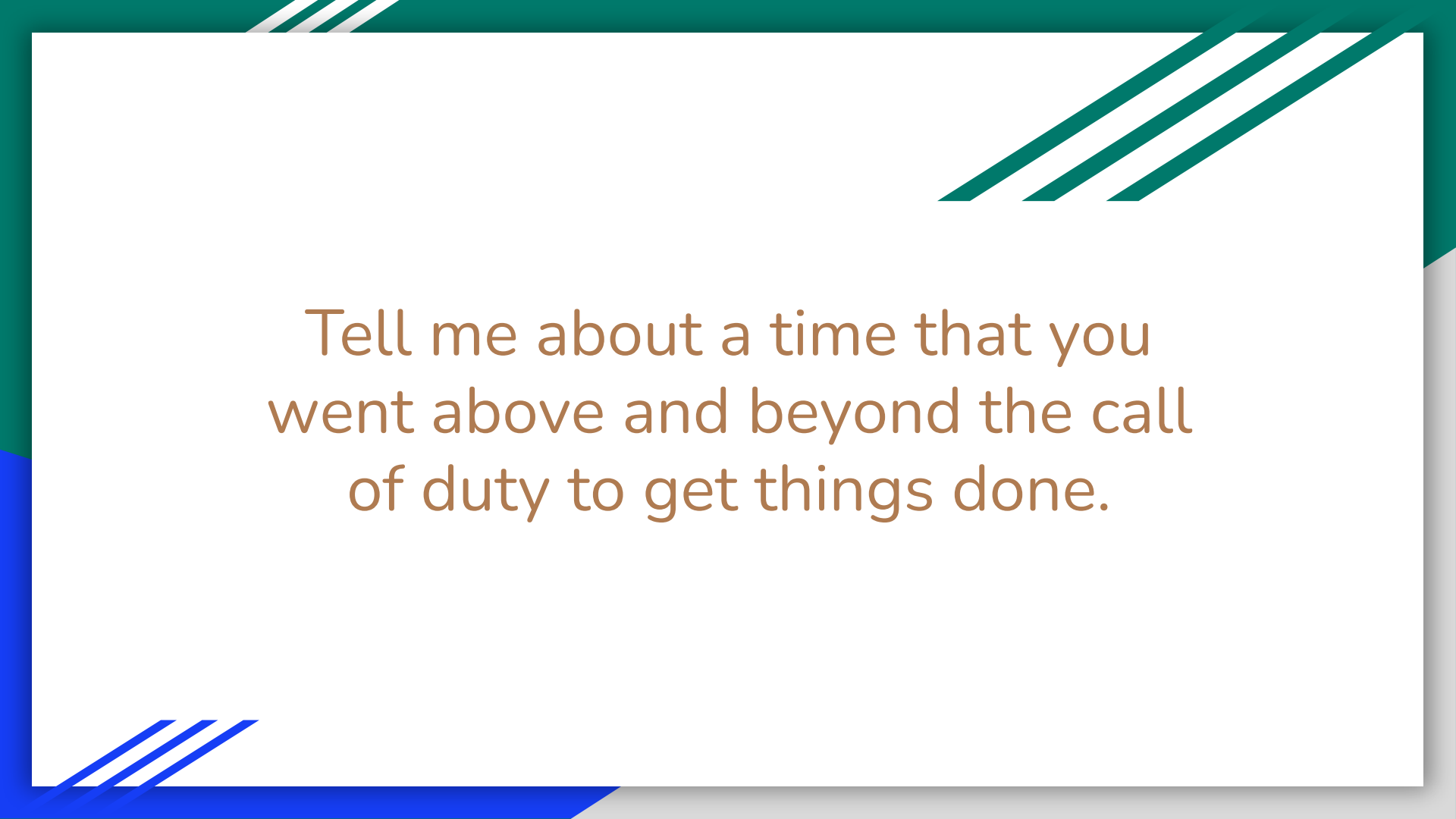
Describe a time when you had a
conflict with someone at work.



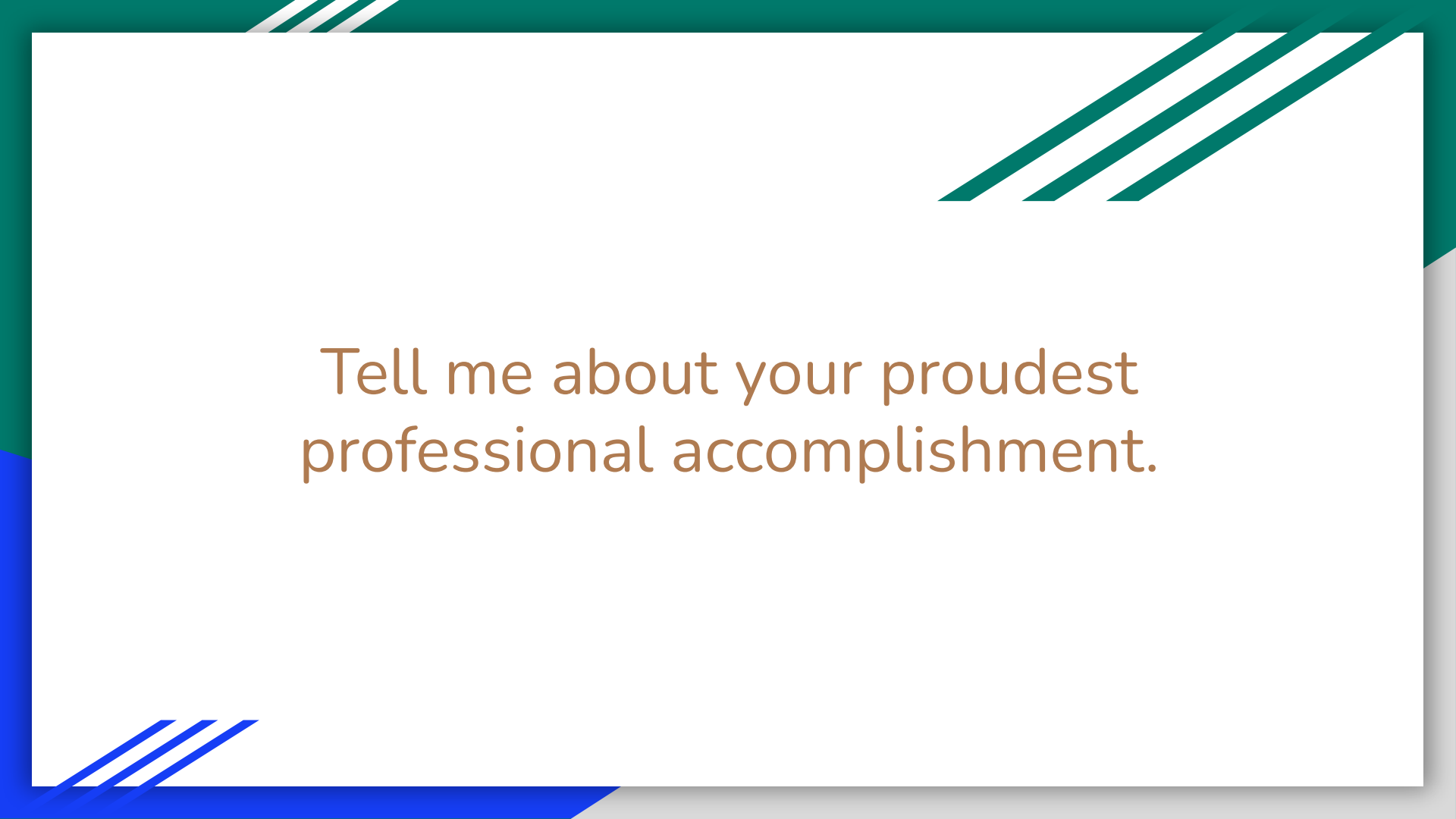
Describe a situation in which you
found a creative way to overcome
an obstacle.





Tell me about a time you had a
setback at work.



Tell me about a time that you
went above and beyond the call
of duty to get things done.



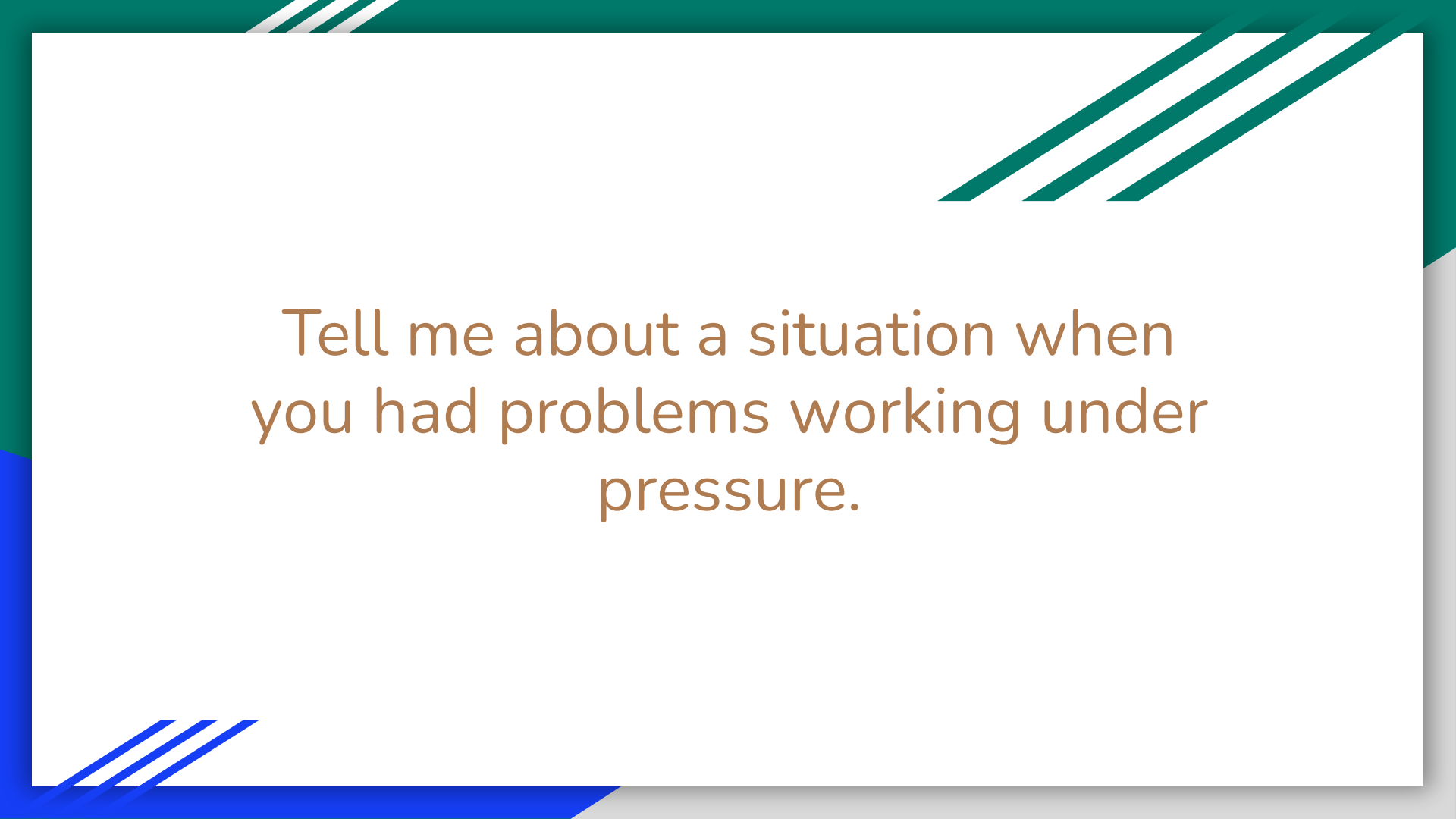
Tell me about your proudest
professional accomplishment.



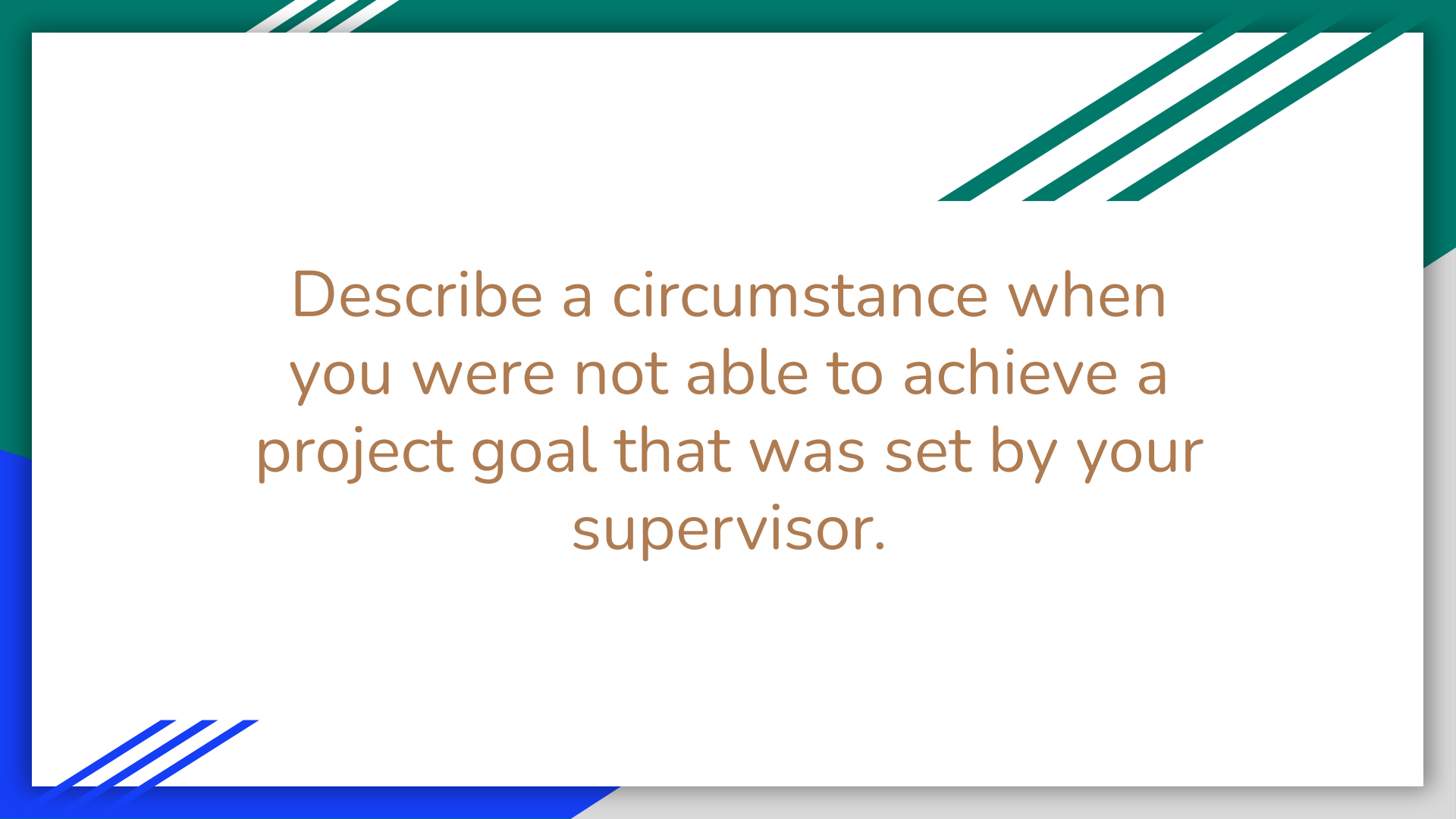
Give me an example of working cooperatively as a team member to accomplish an important goal.





Describe a situation when you
worked effectively under
pressure.



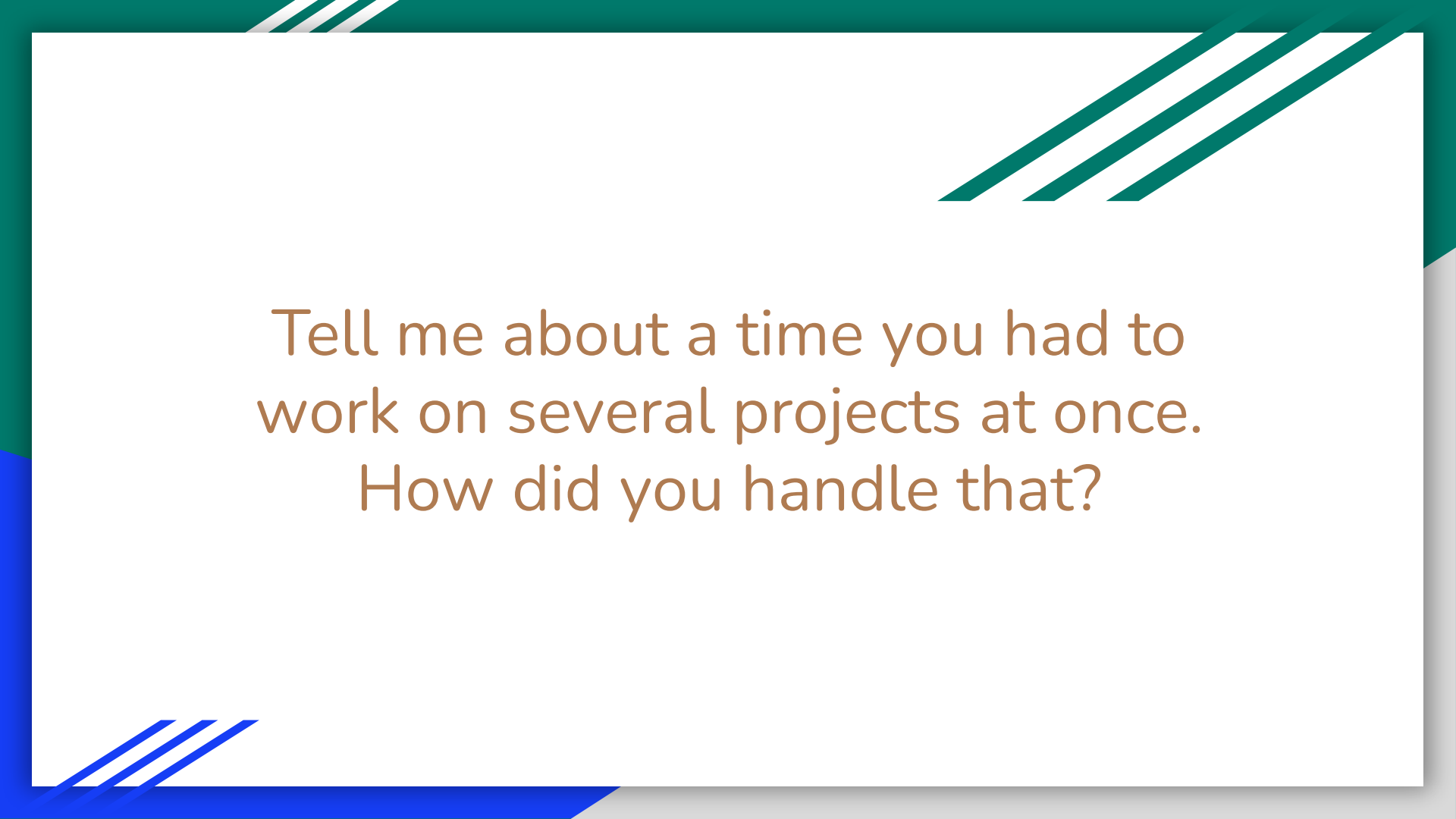
Tell me about a situation when
you had problems working under
pressure.



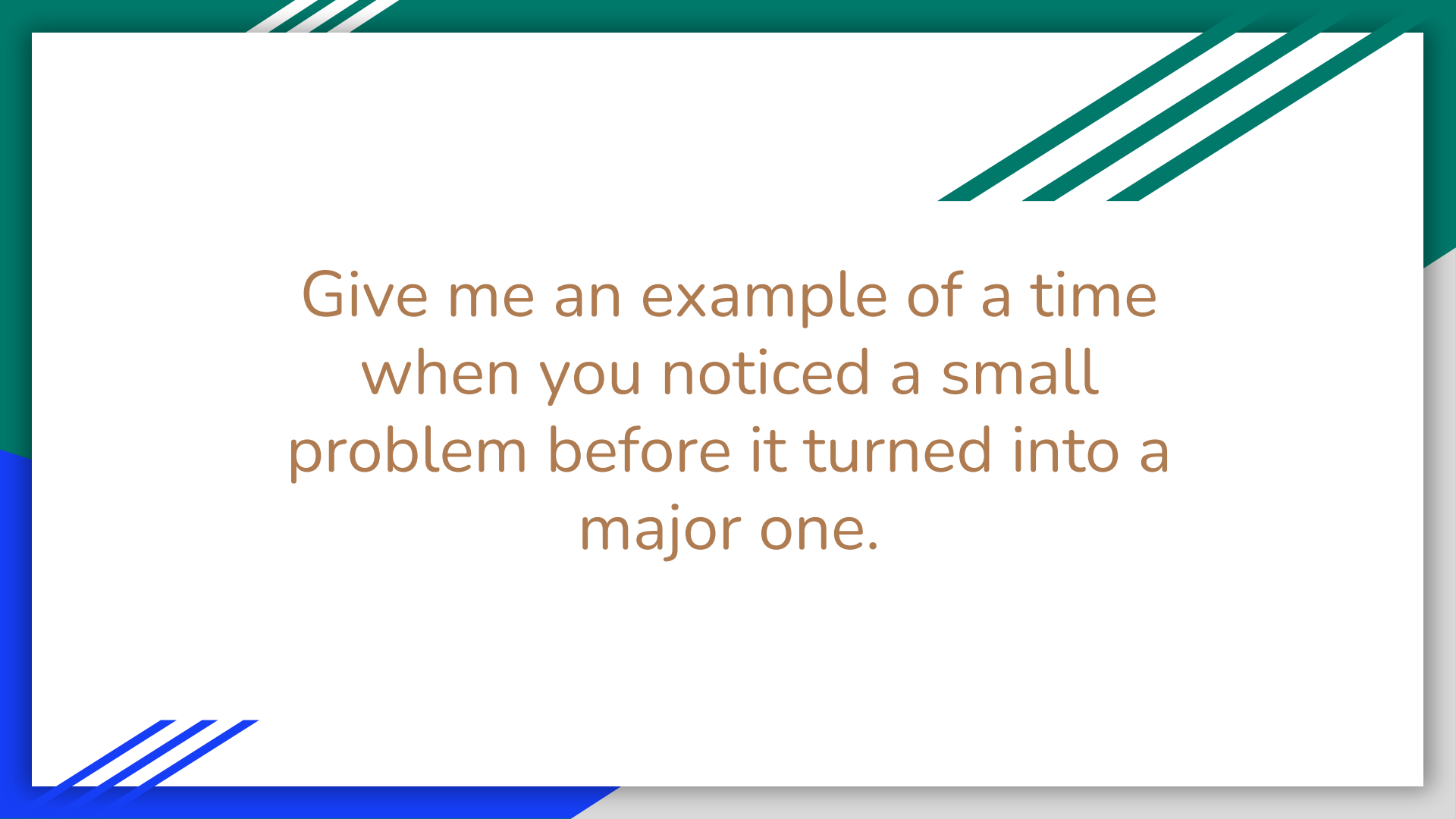
Describe a circumstance when
you were not able to achieve a
project goal that was set by your
supervisor.



Tell me about an instance when
you had to communicate a really
bad piece of news to your
supervisor or team members.



Tell me about a time you had to
work on several projects at once.
How did you handle that?



Give me an example of a time
when you noticed a small
problem before it turned into a
major one.

Be prepared!

Think of examples ahead of time!

How did you contribute to the situation?

How were you able to help anyone else involved?

Look up lists of common interview questions and prepare answers for those.

TIP:

Make a list of skills or experiences that are required for the job you are interviewing for. Reference this list when thinking of experiences so you can showcase how you have used these skills.

STAR Method

- **Situation**
 - **Task**
 - **Action**
 - **Result**
- Describe the event or situation that you were in
 - Explain the task you had to complete
 - Describe the specific actions you took to complete that task
 - Close with the result of your efforts (what was accomplished/what you learned)

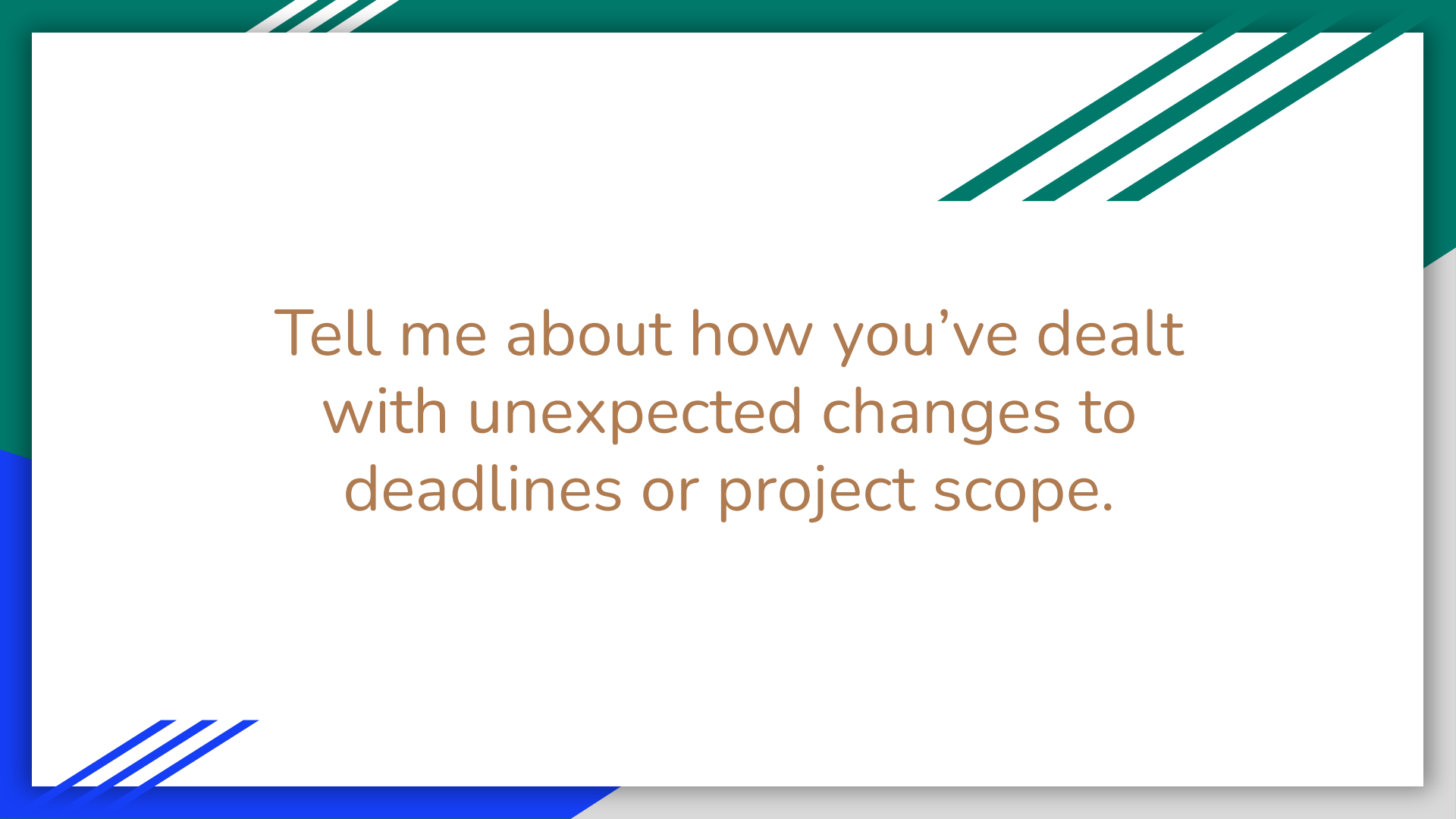


PREPARE



Round 2





Tell me about how you've dealt
with unexpected changes to
deadlines or project scope.



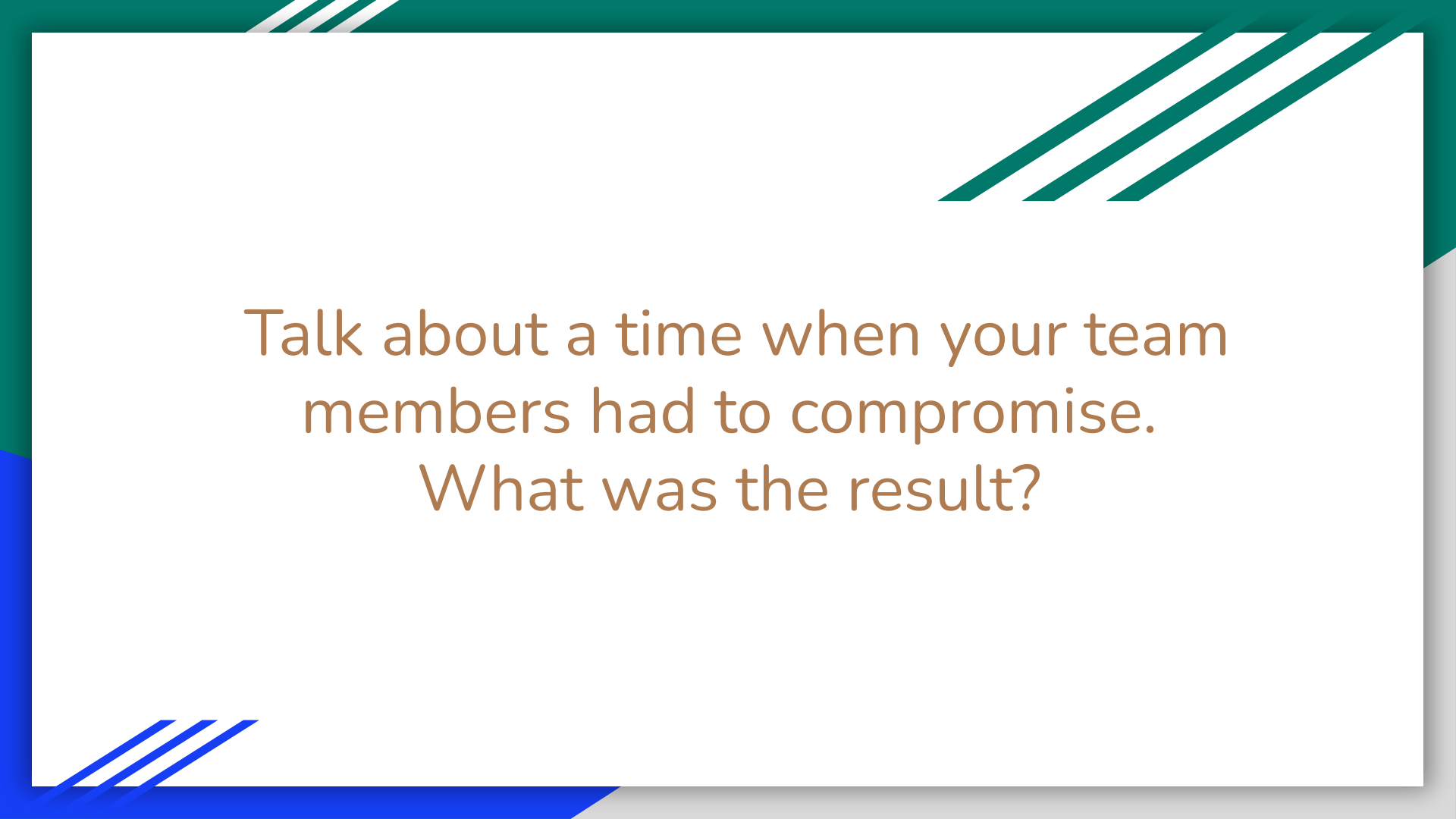
Tell me about a time when you
solved a conflict at work.




Talk about a time you failed and
how you handled it.




Give an example of how you set goals and achieve them.

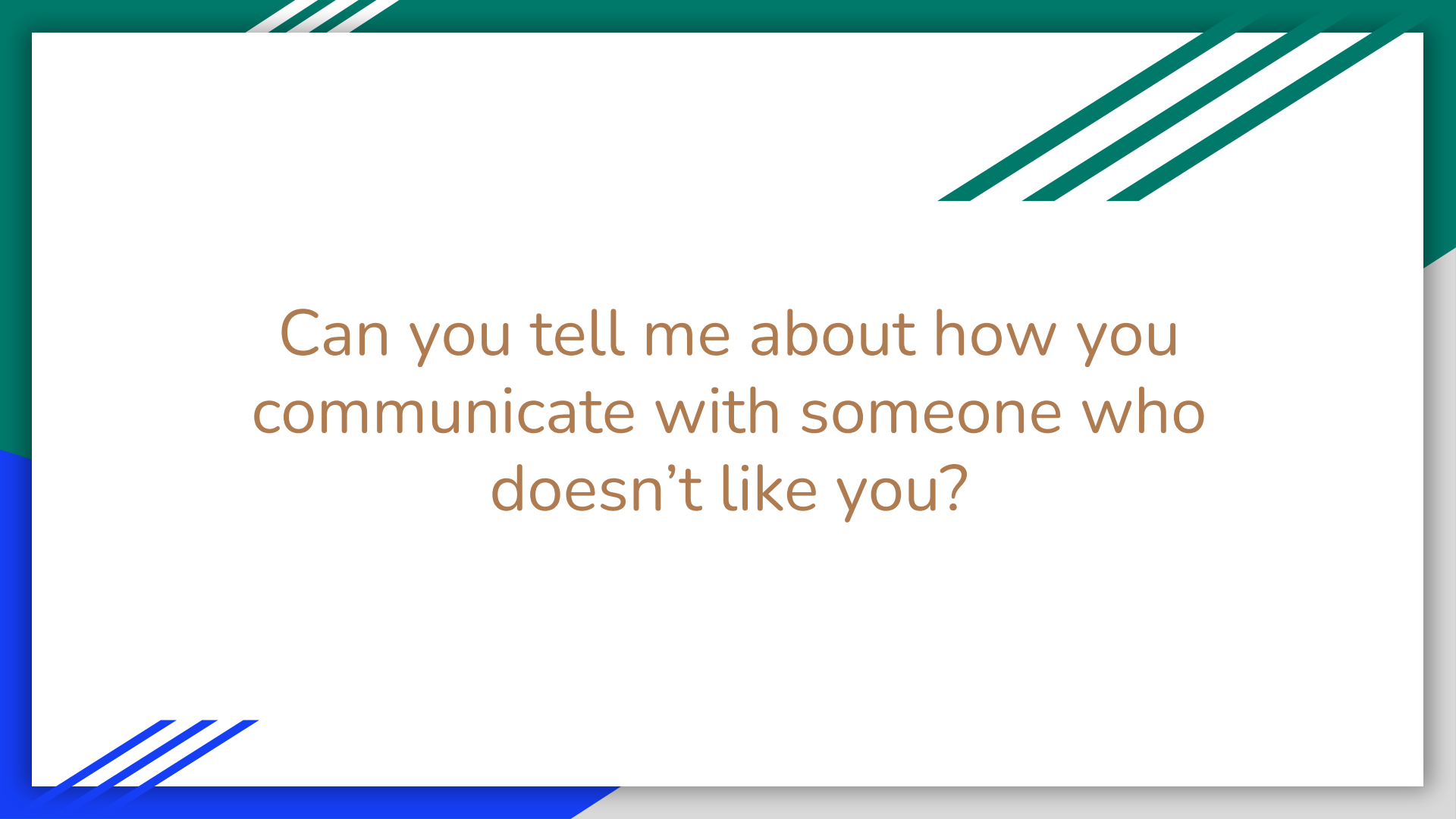


Talk about a time when your team
members had to compromise.
What was the result?

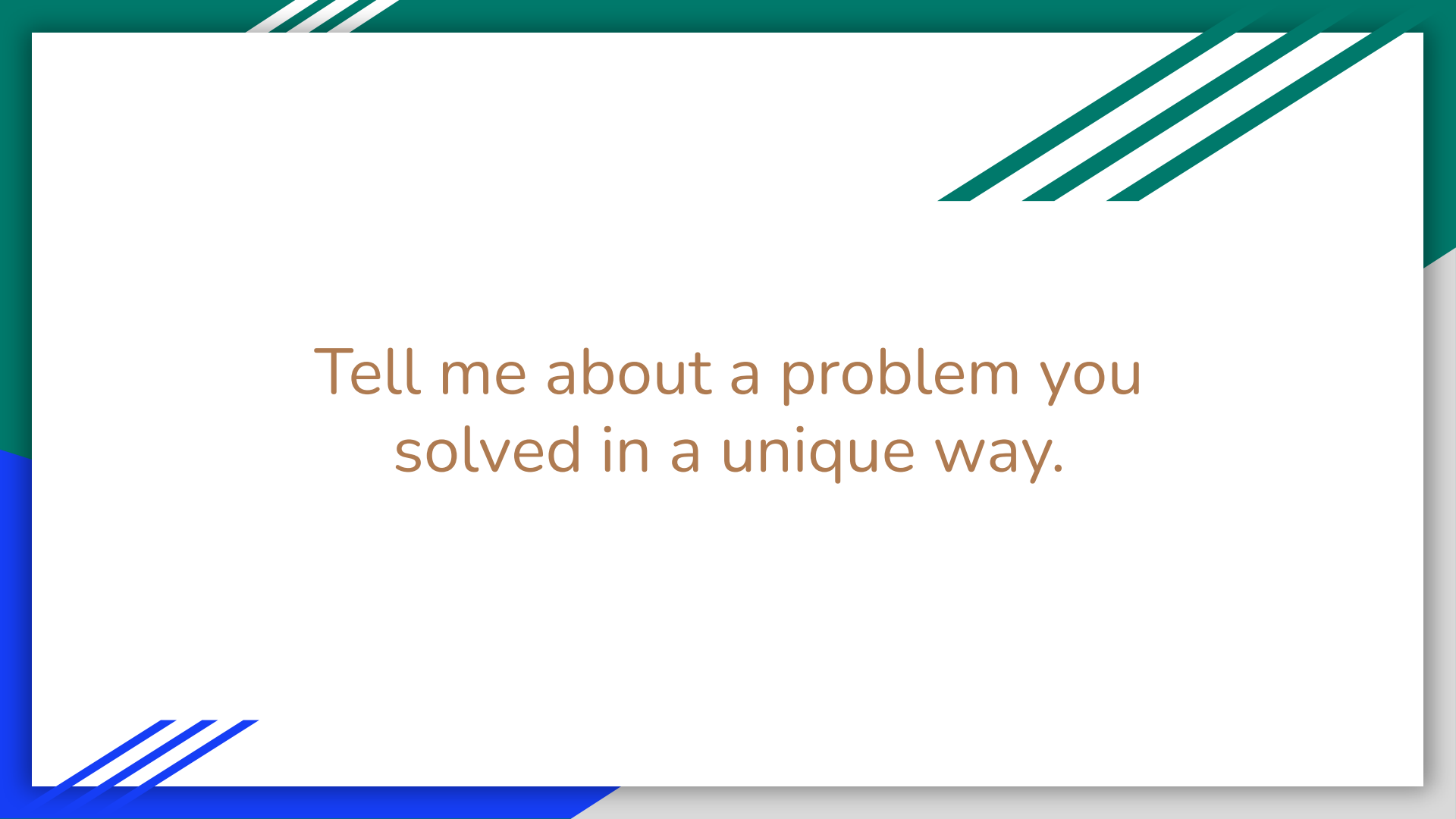


What is the most difficult part
about being a leader for you?
What do you do to combat that?

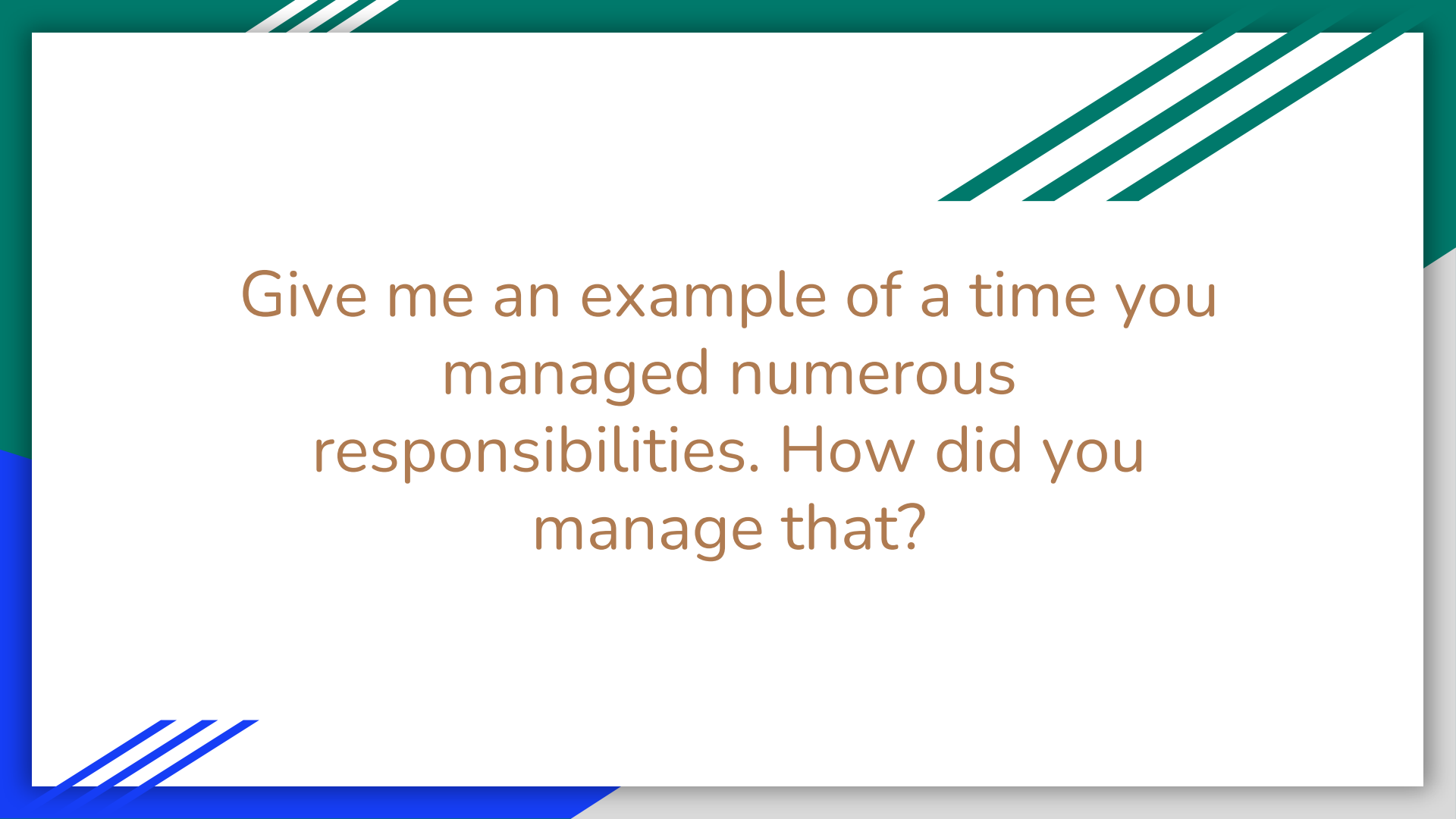




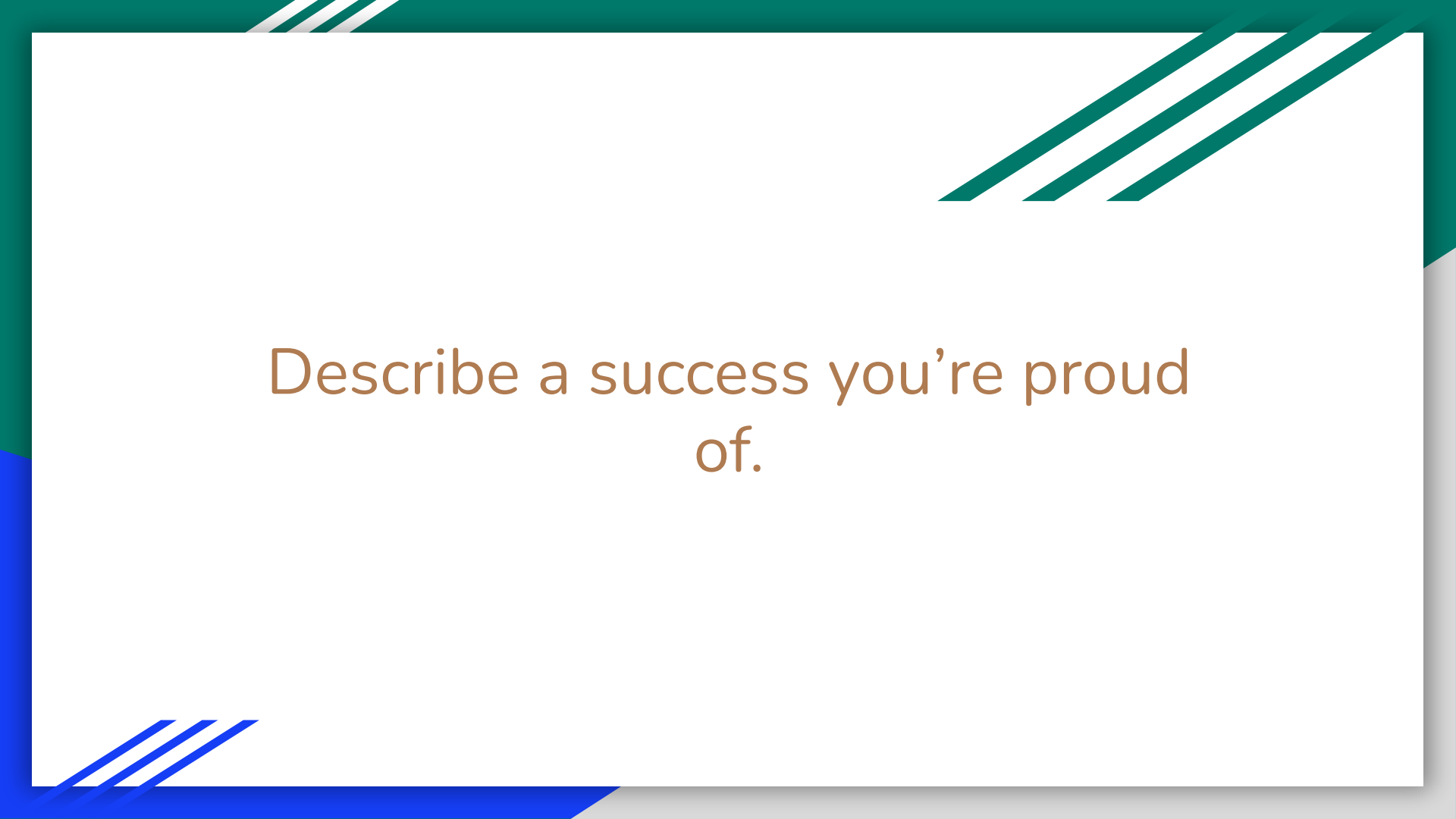
Can you tell me about how you
communicate with someone who
doesn't like you?



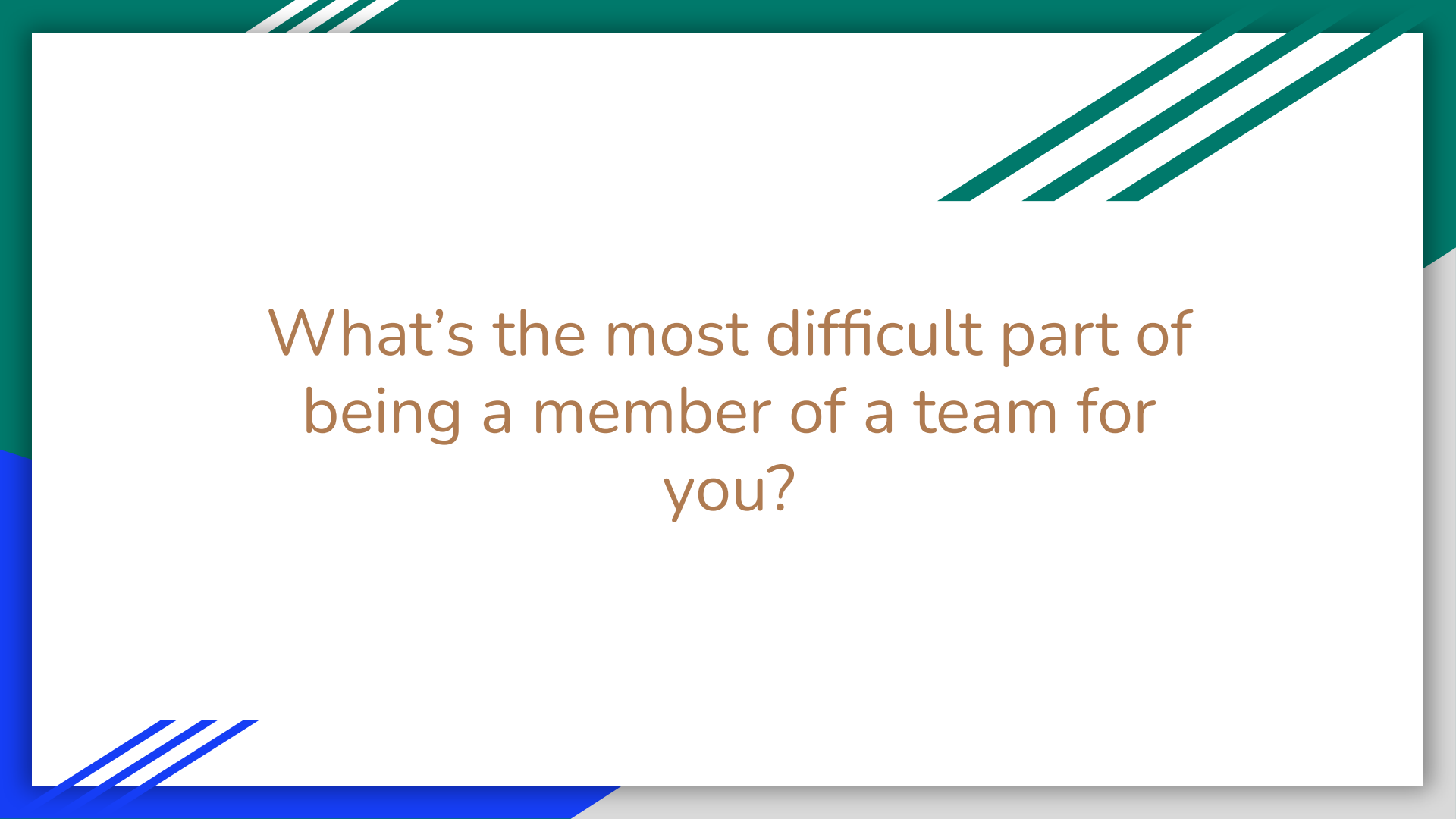
Tell me about a problem you
solved in a unique way.



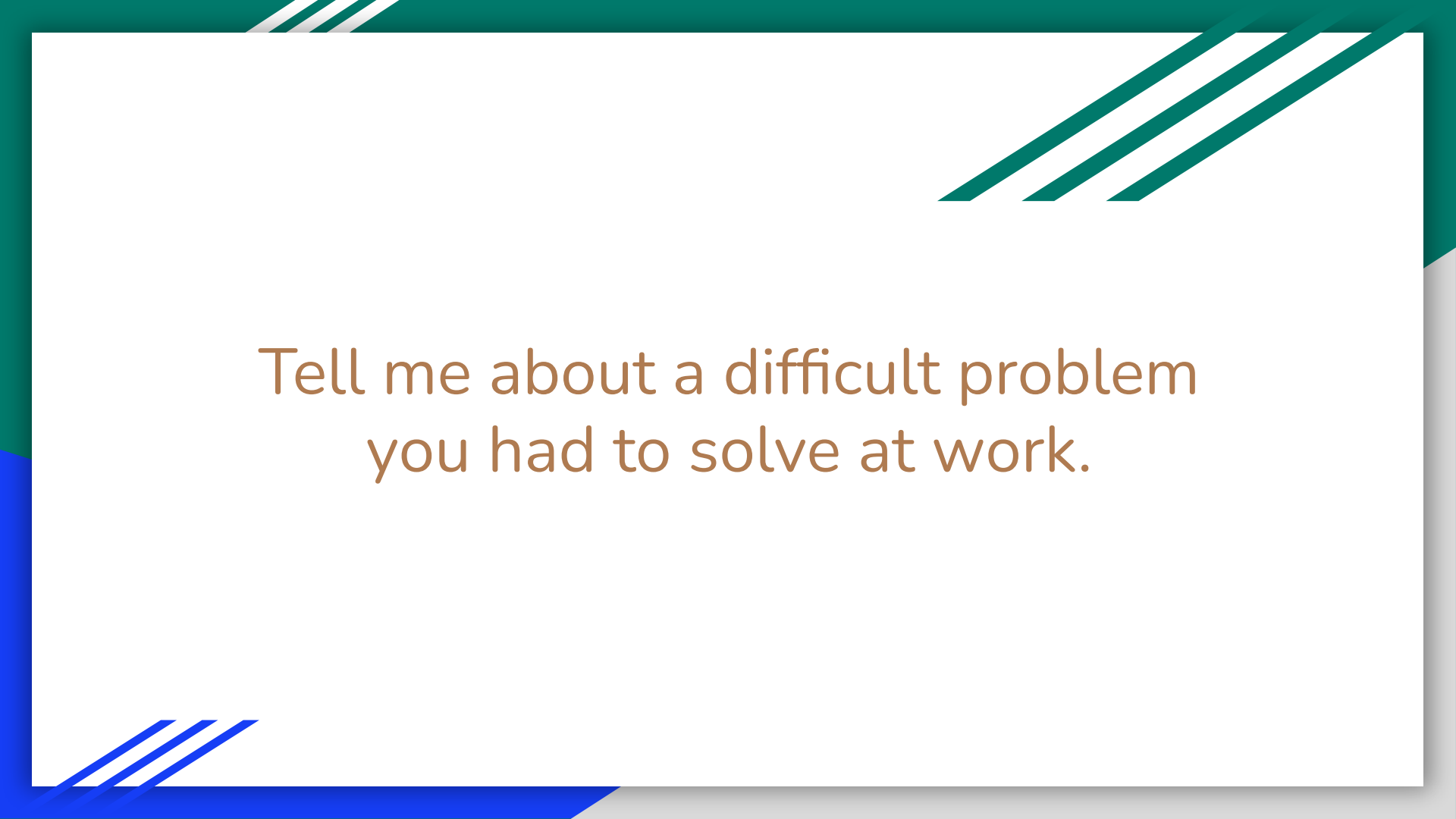
Give me an example of a time you
managed numerous
responsibilities. How did you
manage that?



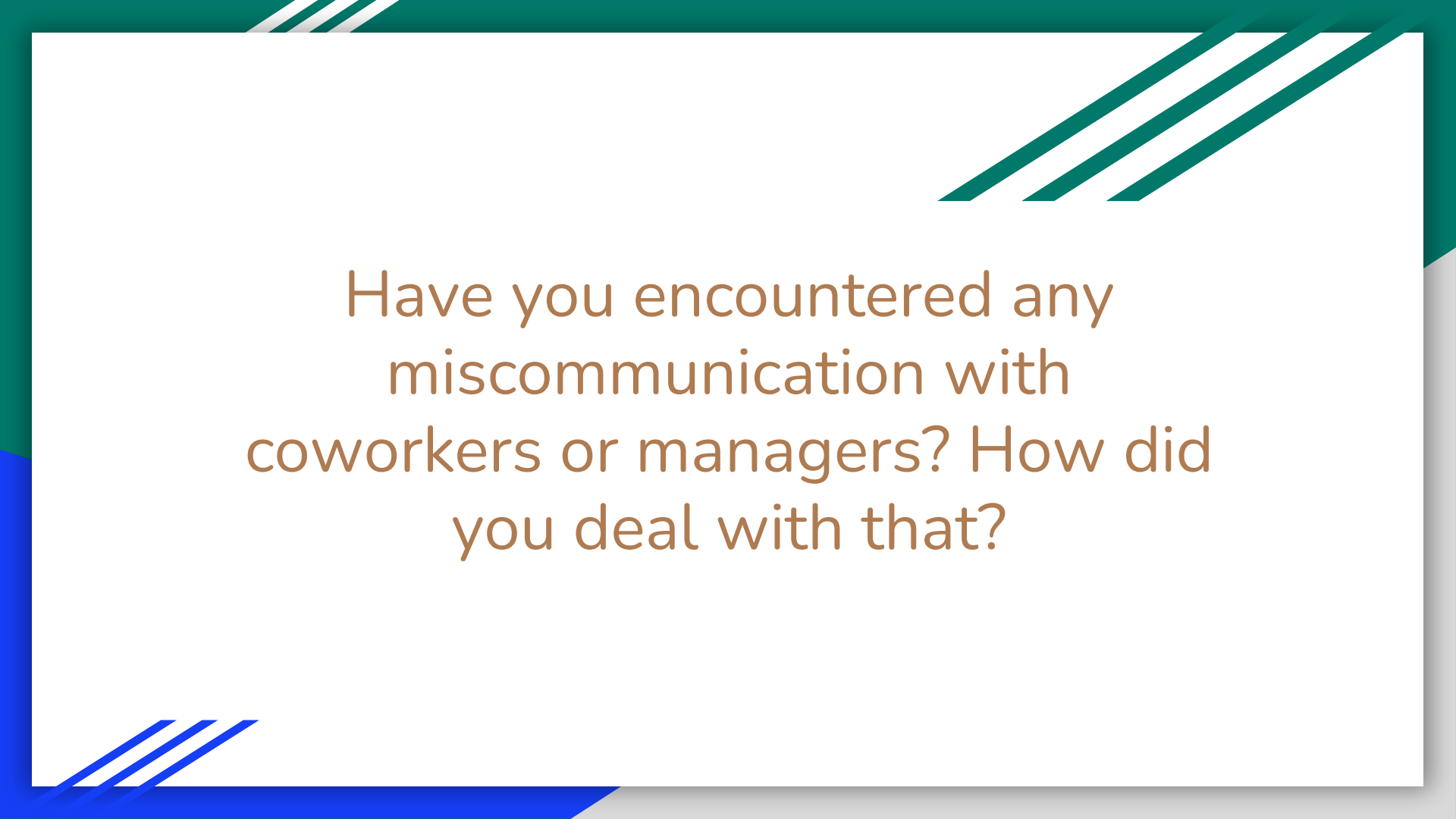
Describe a success you're proud
of.



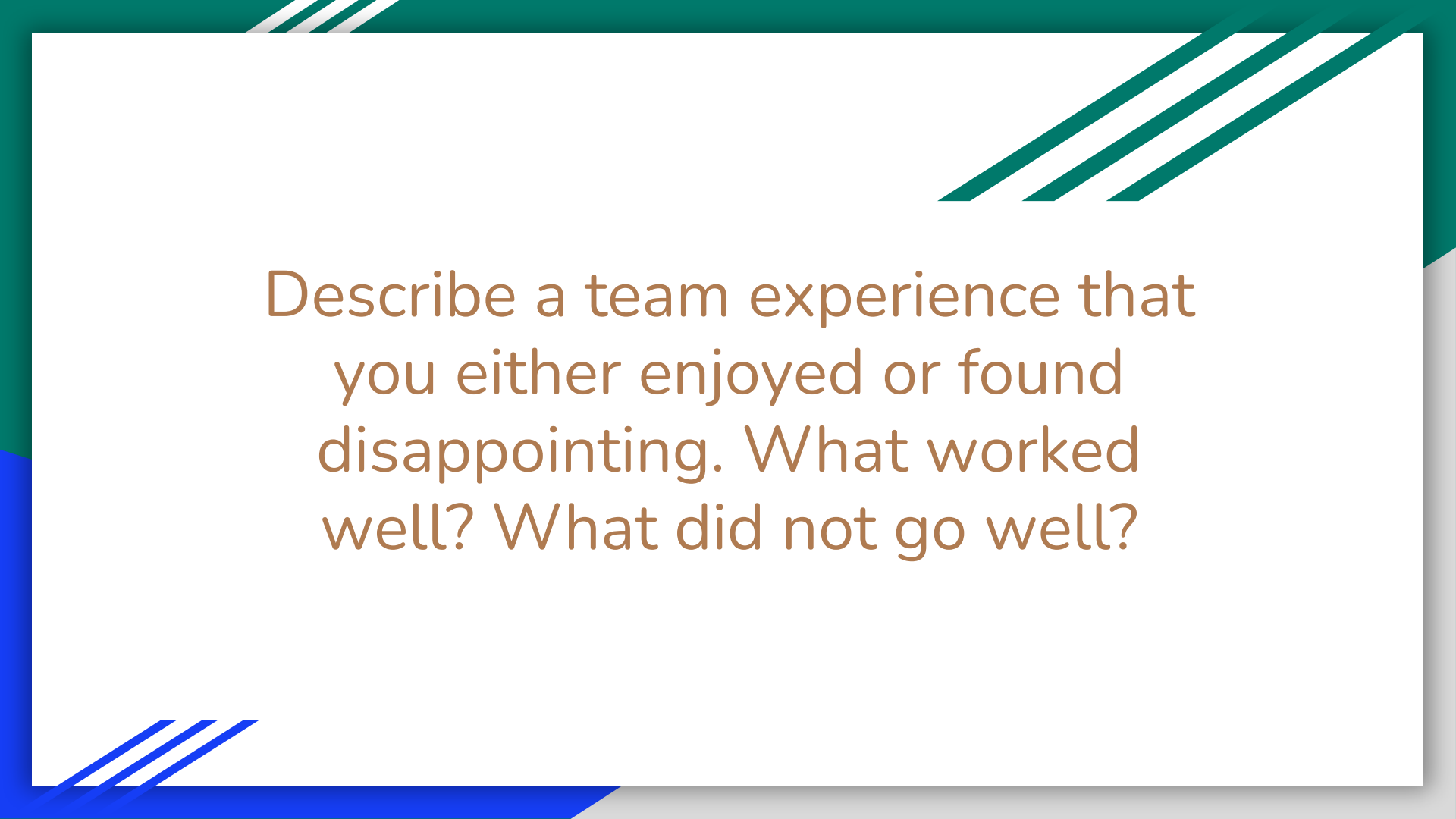
What's the most difficult part of
being a member of a team for
you?



Tell me about a difficult problem
you had to solve at work.



Have you encountered any
miscommunication with
coworkers or managers? How did
you deal with that?



Describe a team experience that you either enjoyed or found disappointing. What worked well? What did not go well?