



# Mindset Based Interview Questions & Answers

**Question:** Tell me about yourself?

**Answer:** I would describe myself as highly curious and focused on learning in all parts of life, personal and professional. In my professional life, I look for the hardest problems to solve and where I can learn and develop the most.

No matter what I'm working on, I'm very invested. I identify anyone I can learn from, as well as problems that I care about and try to optimize every step of the process.

In my personal life, I spend a lot of time reading and usually have a focused area of interest for a longer period of time. I also love to travel, cook with friends, and spend a lot of time running and being physically active outdoors.



LEARN MORE



**Question:** What is your greatest strength?

**Answer:** My greatest strength is that I am equally at ease when talking to executives, business users, and engineers. I come from an engineering background, but I have a very strong understanding of the business. This well-rounded view allows me to connect with colleagues from disparate departments and points of view quickly and authentically.

Over the course of my career, I have found that many leaders generally do one or the other, and my ability to do both has proven to be advantageous to my projects and teams. By understanding the challenges from multiple angles, I'm able to connect dots and create solutions.





**Question:** Tell me about a time you showed leadership?

**Answer:** Recently there was a situation where my manager needed to take medical leave and was unable to come into work for a few weeks. This coincided with a major deadline that he was leading. I knew that if this project wasn't completed on time, we were at risk of losing a major client.

I went through the files and developed a schedule detailing what needed to be completed, and I worked with my coworkers to ensure they were on board too.

In the end, we were able to complete the project by the deadline. The client was pleased and stayed on as a loyal customer to the company. When my boss came back, he gave me an end-of-quarter bonus for my going an extra mile leadership quality.





**Question:** Tell me about a time you were successful on a team?

**Answer:** I was asked to work on a high-profile project that included collaborating with a new team and tons of people across a larger organization. We were spread out across the globe, which meant timezones were tricky and we could never meet face-to-face.

Communication was starting to get confusing, and people were losing important details. It became apparent that this project was going to fail if we didn't have a new strategy, so I met with various team members and engaged them in a process where we designed and implemented a communication system that would work a lot better.

We then did weekly check-ins; designed a protocol to share relevant updates and in the end, the team made massive progress. We completed the project on time, and it was praised extensively by the client.





**Question:** What would your co-workers say about you?

**Answer:** I think my coworkers would tell you that I'm the one you turn to when it's time to make sure everyone stays motivated and on track to pull off big, high-profile projects.

In one of my LinkedIn recommendations, my supervisor refers to me as the “Human Glue”, which is something I'm proud of. She gave me that nickname after we went through a complex ERP implementation.

It was one of those stressful time-critical projects that required the team to come together and make things happen in a short amount of time. I kept the crew going, sometimes through long evening and weekend hours, and inspired them to bring their absolute best to the project everyday.

I think that they also appreciated the pizza and donuts I brought in too.





**Question:** Why do you want to leave your current role?

**Answer:** I am eager to find a new opportunity and grow. As you can see, I've been doing the same kind of work for two and a half years, and I'm starting to stagnate. My company doesn't have a role open for the next step up, unfortunately.

So, I'm excited about the opportunity of becoming a sales manager at your company. The new role will let me use the skills I've developed in my current role like making cold calls; hooking in new clients with pithy-but-inspiring opening lines; following up with carefully crafted emails; listening to their pain points; and then offering up solutions that can solve their problems.

I'm eager to make a fresh start, and I want to use my cold calling and listening skills to help craft an even better solution with the product I'd be working on in this new role.







**Question:** Describe your most challenging project?

**Answer:** I was tasked with implementing a uniform data platform for a large, multinational company with tens of thousands of employees. It had to be done in such a way that it could be used by teams spread out all over the world.

There were several challenges associated with implementing a platform of this size and importance. We had to make sure the platform would be well-adopted, add value, and be approved by the executive team. Besides the technical complexities of building such a platform, this project was also challenging because we had to influence global teams.

I created a high-level strategy and asked Senior VPs to nominate reports to form one global team that could represent the entire organization. Ultimately, we succeeded in building a platform that was adopted globally.





**Question:** Can you explain your employment gap?

**Answer:** Looking at my resume, you'll notice I have an employment gap of 5 months.

During this time, I couldn't legally be employed due to visa reasons. I took the opportunity to evaluate my career journey and make sure I was working towards my long-term goal of being a multinational general manager.

Without the day-to-day hustle, I was able to be introspective and distill the lessons I'd taken away in previous roles, and start planning my intentions for the next.

I also used the time to read up on the latest developments in design thinking and innovation, and even took a couple online courses in these spaces. What initially seemed like a frustrating forced break ended up being a very positive period of time for me, and I was able to start my next chapter feeling inspired and refreshed.







**Question:** Tell me about something you've accomplished that you are proud of?

**Answer:** When I first joined the company, I noticed that the existing monthly budgeting process was quite time-consuming and inefficient because it was highly manual. There were errors and inaccuracies, and I took the initiative to implement a new budgeting template to automate the process and make it simpler.

I developed automated calculations using Excel and fill-in-the-blank lines for departments to submit their numbers. Then I designed and led a training for all relevant staff. The new system made it easier for the departments to provide their budgets in an error-free way.

Overall, we had 25% fewer errors in the next cycle of budgets and my team became 30% more efficient. My manager gave me a very strong review for the quarter and noted that she appreciated my initiative to automate and make the process a lot less cumbersome.





**Question:** What do you like to do outside of work?

**Answer:** A lot of my spare time lately has been dedicated to teaching myself how to shoot and edit instructional videos.

I really love backpacking in different countries, especially with different cultures than the one I grew up in. I find that it allows me to disconnect and recharge from everyday life, while growing and learning something new. To date, I've backpacked either alone or with friends in over 8 countries, across Asia, South and Central America.

Outside of work, I enjoy fitness training, perfecting my soccer skills, writing and recording music, and taking care of my dogs.





**Question:** Tell me about a time you had to manage conflicting priorities?

**Answer:** I was asked at the last minute to help with a major project. The deadline was just a few days away and the project had gotten derailed. As I was working on this first urgent project, I was approached by two different clients with pressing requests as well. These conflicting priorities overwhelmed me at first.

Then I came up with a plan to prioritize the tasks I was given based on their level of importance. I determined which clients were the most critical to our business and who needed deliverables with the quickest turnaround. I ranked the assignments and figured out how long it would take me to finish them.

Then I checked in with my coworkers, clients, and manager to see if the timeline made sense to them. We added an additional team member, stayed in the office late for a few nights, and aligned with the clients on the new timeline. In the end, I was able to complete everything on time.





**Question:** Tell me about a time you failed or made a mistake?

**Answer:** In my first job, my manager asked me to develop several forms of tracking projects. I said “yes” because I wanted to do everything my manager asked me to do. But as I started working on the project, I realized I didn't understand the overall goal. And the project ended up creating templates that didn't meet my manager's expectations.

My manager was disappointed in me. She told me that if I had asked some clarifying questions, I would've gotten to a better work product. I admitted to my manager that I had made a mistake and learned that it doesn't make you look stupid if you ask clarifying questions.

I learned that it's better to speak up quickly. That's how I've handled those situations ever since.





**Question:** Tell me about a time you worked with a difficult person?

**Answer:** As a Business Analyst, my job was to create requirements documents or pitches for new projects to present to a board of directors for approval.

One of the board members was notorious for poking holes and asked us to gather more information, causing significant delays. This made stakeholders very unhappy. I reached out to this board member to better understand his concerns and identify ways to streamline the process.

I looked back at the proposals and identified three themes of concern that kept coming up. We ran proposed changes by the board, and then modified the template accordingly. We also implemented a new practice to share the proposals with the board before meetings to stay ahead of questions. Our approval rates tripled!

In the end, uncovering the root of a difficult relationship was beneficial to our process and all parties involved.





**Question:** Tell me about a time you disagreed with someone?

**Answer:** My team was given a new goal: to sell our product to a new customer segment that we hadn't served in the past. The group had strong opinions about the approach we should take. In spite of their voices, I had concerns about their strategy; I thought it may fail as it didn't align with the client's core needs. But I was in the minority and when I spoke up I wasn't heard. I needed to find another way to make the case to my teammates.

I set up a focus group with a potential client so my team could understand the challenges and priorities of the people we aimed to serve. The great news was they saw that our planned product wouldn't meet these needs, but if we made some slight adjustments to the service, we could deliver something of real value.

The team rallied behind this and got on board. We were ultimately successful in bringing this client onboard—and ten more!







**Question:** Where do you see yourself in 5 years?

**Answer:** In the first two or three years, I plan to immerse myself in the position by leveraging my strong Excel knowledge to develop automated reports and processes.

The goal would be to improve efficiencies and reduce time spent on manual tasks. Within two to three years after that I see myself using that experience to help other departments develop similar efficiencies.

**Question:** Tell me about a time you created a goal and achieved it?

**Answer:** In my line of work, most top performers have MBAs. I promised myself to do everything possible to earn an MBA within three years while working full-time.

I set goals of two hours of study time in the morning and evening, and made detailed to-do lists to manage both my study schedule and my other work responsibilities.

It was incredibly hard, but I persisted and managed every minute of my day—and achieved my goal.





**Question:** Tell me about a time you had to handle pressure?

**Answer:** I was working on my company's big quarterly project update when two team members left unexpectedly and we were short-handed with three weeks to go.

I convened an urgent strategy session where we identified all the projects they were involved in and mapped out our action plan. We shared the most important tasks within the team and got them all done in time.

We canceled two optional features that could wait a quarter, and we reached out to a former intern who was able to deliver 15 hours of remote work in the last weekend sprint before the deadline.

We were able to complete the project without a delay and delivered on all the essential deliverables by being creative, strategic, and very focused.





Hey, I am **Harshit** and I have made **7 figures** from college.

I have been in the recruitment industry for decades and love networking.

**I can help you with:**

- »»» Job hunt
- »»» Career Counselling
- »»» Interview Preparation
- »»» Resume Writing
- »»» LinkedIn Optimization

**Are you ready to “Game-Change” your career story?**

**DM me to get started!**

