Can you describe yourself in three words?

What do you know about our organization?

Where do you see yourself in three years?

How did you find this job opening?

What about this role interests you?

What's your ideal work environment?

What are you looking for in your next job?

What are your salary expectations?

Are you interviewing with other companies?

When would you be available to start a new role?

In what areas are you most knowledgeable?

What are your strengths?

What kind of environment do you need to do your best work?

How do you work under pressure?

What's your leadership style?

Tell me about when you used leadership skills to get a job done.

Describe a typical day at your current job.

Tell me about one of your most significant career accomplishments so far.

Was there a time you didn't work well with a manager or colleague? If so, can you tell me how you handled the situation?

Can you provide us with a sample of your work?

What motivates you?

What's your experience using common spreadsheet technology?

Which software coding programs are you comfortable using?

Tell me about a time you had to put in extra work to meet a deadline.

Tell me about a challenging client you have worked with and how you handled it.

What are some corporate processes you have implemented?

Have you ever had a project not meet the deadline or budget?

How do you handle underperforming team members?

Which social media platforms have you used to implement marketing strategies?

How have you managed a new product launch?

What do you believe is the most important aspect of data analysis?

How do you adapt to changes within our industry?

**1. What are you passionate about?**

**2. What do you know about our company?**

**3. How does your previous work experience relate to this role?**

**4. What was your biggest challenge in your last role, and how did you resolve it?**

**5. Describe what you do in your current role.**

**6. What are your career aspirations?**

**7. How will this position help move you closer to your goals?**

**8. Why did you leave/are you leaving your last/current job?**

**9. How do you like to be managed?**

“I respect managers who are direct, clear, and realistic in their expectations. Kindness is equally important to me, so I’d like to be managed by someone who shows appreciation for my professional contributions.”

**10. What type of work environment helps you to thrive?**

“I thrive in work environments with a strong sense of community and collaboration. I also love organizations that encourage innovation and creativity, as I tend to have a lot of ideas.”

**11. Describe your ideal workday**

**12. Talk me through your résumé**

**13. Do you prefer working with a team or on your own?**

“I enjoy a mix of working solo and on a team. But if I had to choose one, it would be working by myself because I prefer having no distractions while I work.”

**14. What role do you usually take on within a team?**

“I tend to take on a leadership role in a team as I’m quite confident and vocal. Colleagues often look to me for advice and reassurance, and I’m happy to fill this role in a team.”

**15. What do you think makes a team successful?**

“I think the most successful teams listen to each member’s ideas, communicate effectively, and strategically plan and execute their tasks and projects.”

**16. Describe a problem or challenge you’ve experienced in a team and how you resolved it.**

“In my current job, one of my colleagues wasn’t putting in as much effort as the rest of us, and we had an open conversation with them to address it. It turned out they were dealing with some personal issues at the time. After we discussed it, they made an effort to be more active on the team, and we gave them the space they needed to sort things out.”

**17. Have you ever had multiple simultaneous deadlines? How did you manage your time effectively?**

“Time-blocking my calendar has helped me plan when to work on particular tasks and ensures no one interrupts that time unless truly urgent. Understanding how long a project will take to complete and allowing extra wiggle room has always been my way of managing multiple simultaneous deadlines.”

**18. What are/were your responsibilities in your current/last job?**

**19. What’s your greatest strength?**

“I believe my greatest strength is my resilience — it helps me work well under pressure, bounce back from failure, and can also inspire and motivate those around me.”

**20. Did/do you have responsibilities in your previous/current role that were/are not part of your job scope? If so, what were/are they?**

**21. Do you have any experience with remote or hybrid working?**

“Yes, my current company has a hybrid arrangement, which means I usually work at the office three days a week and work from home the other two. I like the balance and flexibility of hybrid working.”

**22. What experiences, responsibilities, or challenges are you hoping for in this new role and company?**

**23. How do you prioritize tasks?**

“I prioritize tasks based on how urgent and important they are in relation to the company’s greater goals.”

**24. What tools do you use to manage projects and make sure you complete them on time?**

**25. Are you willing to travel or relocate for work?**

“One of the reasons I applied for this role was the travel opportunities. I am open to relocating in the future but would need advance notice, as I have two young children in school.”

**26. Why do you want this job?**

**27. Why do you want to work at this company?**

**28. Where do you see yourself in five years?**

“In five years, I see myself in a senior management position in a company like this, leading a team to success.”

**29. What about this position made you want to apply?**

**30. How familiar are you with our company and what we do?**

**31. What makes you want to work for us instead of our competitors?**

“Your company has positively impacted the world, and I’d be delighted to work for such an organization.”

**32. What are your salary requirements?**

“I’m looking for a salary in the range of $80,000 per annum for this role.”

**33. What benefits are important to you?**

“I find healthcare, sufficient paid vacation time to be the most important benefits.”

**34. Why should we hire you?**

**35. When can you start?**

“My current job requires me to give one weeks’ notice, so I’m happy to start work with you as soon as I’ve served my notice.”

**36. Explain the employment gap in your résumé**

**37. Describe a time when you had to adapt to sudden change.**

**38. Do you have any questions for me?**

* “What do you love most about working here?”
* “Can you tell me about a project I’d be working on if I got the job?”
* “When can I expect to hear back from you?”