TYPES OF INTERVIEW QUESTIONS

TRADITIONAL INTERVIEW QUESTIONS

Traditional interview questions pose the opportunity for you to provide evidence for your claims by supporting all answers with examples from past and current experience. Incorporate skills and strengths in your answers when possible. Remember to focus on the professional side of you rather than providing details about your personal life.

General Focused Interview Questions:

- Tell me about yourself. (Expand on your resume – avoid discussing personal information).
- Why are you interested in our organization?
- Describe your ideal job.
- How would your friends describe you in three words?
- What do you consider to be your strengths/weaknesses?
- What 2 or 3 accomplishments are you most proud of and why?
- Who are your role models? Why?
- What motivates you most in a job?
- Have you ever had difficulty getting along with a former supervisor/coworker? How did you handle it?
- What was the more useful criticism you’ve ever received, and who was it from? What did you think?
- What is the most beneficial thing you have learned from a mistake?

Experience Focused Interview Questions:

- What is your grade point average? Does this accurately reflect your ability? Why/why not?
- Have you held any leadership positions? What is your leadership style?
- What job related skills have you developed and how?
- Describe your previous work experience. What were your responsibilities? What did you learn?
- How does your college education or work experience relate to this position?
- Which job have you enjoyed most? Least?
- Have you ever resigned from a job? Why?
- How do you think a former supervisor would describe your work?
- In what ways do you see yourself contributing to this company?

Education Focused Interview Questions:

- Why did you choose your major/college/university?
- In which campus activities did you participate? What did you take away from these activities?
- Which classes did you enjoy most/least? Why?
- If you were to start your college career over again, what would you do differently? Why?

Career Goal Focused / Other Interview Questions:

- What are your short-term goals? Long-term goals?
- Do you prefer to work under supervision or alone?
- What qualities do you look for in a supervisor?
- What are your thoughts about relocation?
- Describe your ideal work environment.
- Why do you feel you would be successful in this position?
- Why should we hire you?
BEHAVIORAL INTERVIEW QUESTIONS

Behavioral interview questions focus on specific examples of past behavior as a means of predicting future tendencies or assessing skills. To most thoroughly answer these types of questions, it is helpful to articulate past experiences using the STAR method:

- **Situation** – Discuss a specific situation or problem that you encountered.
- **Task** – Explain the task you had to complete or the ideas you used for resolving the problem.
- **Action** – Tell specific actions which you took, steps you followed, or obstacles you overcame.
- **Results** – Highlight outcomes, goals achieved, accomplishments, etc.

When preparing for an interview, think through past or recent experiences that you could use to answer behavioral questions. Then, think about how to articulate this experience using the STAR method. Prepare to share both positive and negative experiences. When discussing negative situations, avoid adding attitude or unnecessary commentary. Simply focus on the essential details.

Potential interview questions may include:

- Give an example of when you identified potential problems and resolved the situation.
- Give me an example of a time when you were able to successfully communicate with a person even when that individual may not have personally liked you (or vice versa).
- Give me an example of a time when you had to handle an irate customer.
- Describe the most significant or creative presentation/idea that you have developed or implemented.
- Give me an example of a time when you came up with an innovative solution to a challenge that your company, class, or organization was facing.
- Tell me about a difficult decision you have made. How did you approach it? What was the result/outcome?
- Describe a situation in which you had to make a decision without all of the information you needed.
- By providing specific examples, demonstrate how you adapt to a wide range of people, situations, and/or work environments.
- Tell me about a time when you had to be tolerant of an opinion that was different from your own.
- Give an example of an important goal that you have set and explain how you have reached it. Tell me about a goal that you did not reach.
- Give an example of a time when you went above and beyond the task or duty at hand.
- Tell me about a time when you took an unpopular stance and stood firm on your position.
- Give a specific example of a policy you conformed to with which you did not agree.
- Describe a situation where you had a conflict with another individual and how you dealt with it.
- Describe a leadership situation that you would handle differently if you had the chance to redo it.
- Tell me about a time when you were in a leadership role and were faced with resistance.
- Give me a specific example of a time when you were unable to complete a project before the deadline.
- Describe a time when you failed at something and how you responded.
- Tell me about a time when you worked on a team and a member was not doing their share of the work.
- Describe a situation where you had to use your best judgement to go against the norm of completing a task and how you backed up your reasoning for doing so.