

INTERVIEWING

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PREPARING FOR INTERVIEW QUESTIONS

TRADITIONAL INTERVIEW QUESTIONS

Traditional interview questions may include the following. Try to provide evidence for your claims by supporting all answers with examples from past/current experiences. 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:

- Tell me about yourself. (Expand on your resume in two minutes or less. Do not discuss personal information).
- Why are you interested in our organization?
- Describe your ideal job.
- What do you consider to be your strengths/ weaknesses?
- What 2 or 3 accomplishments have given you the most satisfaction and why?
- Who are your role models? Why?
- What motivates you most in a job?
- Have you ever had difficulty in getting along with a former supervisor/co-worker? How did you handle it?
- What was the most useful criticism you've ever received, and who was it from?
- What have you learned from your mistakes?

Education:

- Why did you choose your major/college/ university?
- In which campus activities did you participate? What did you learn from these experiences?
- Which classes did you like best/least? Why?
- If you were to start your college career over again, what would do differently, and why?

- What is your grade point average? Does this accurately reflect your ability? Why / why not?
- Have you held any leadership roles? What is your leadership style?

Experience:

- What job related skills have you developed?
- Describe your previous work experience. What were your responsibilities? What did you learn?
- How does your college education or work experience relate to this job?
- Which job did you enjoy most? Least?
- Have you ever quit a job? Why?
- How do you think a former supervisor would describe your work?
- In what ways do you think you could make a contribution to this company?

Career Goals/Other:

- What are your short-term goals? Long-term goals?
- Do you prefer to work under supervision or on your own?
- What qualities do you look for in a supervisor?
- What are your thoughts about relocation?
- Describe your ideal work environment.
- Why do you think you would be successful in this career?
- Why should we hire you?

BEHAVIORAL INTERVIEW QUESTIONS

Behavioral interviewing focuses on specific examples of past behavior as a means of predicting future behavior or assessing skills. To most thoroughly answer behavioral questions, it's helpful to articulate past experiences utilizing 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 examples. When discussing negative situations, avoid adding attitude or unnecessary commentary. Simply focus on the essential details.

Potential questions 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 had to make. How did you approach it? What was the result?
- Describe a situation in which you had to make a decision without all the information you needed.
- By providing specific examples, demonstrate that you can adapt to a wide variety 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 yours.
- Give an example of an important goal that you have set and then tell me how you have reached it. Tell me about a goal you did not reach.
- Give an example of a time when you went above and beyond the call of duty.
- 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 to do it over again.
- 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 on time.
- 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.