

# Common Interview Questions

## Traditional Interview Questions

### Tell Me About Yourself. (Elevator pitch)

1. Who You Are: Start with a concise statement of who you are as a professional
2. Expertise Highlights: 2-4 qualifications/skills that make you stand out
3. Why Are You Here: conclude telling them you want this position and why.

### Your Qualifications

- What qualifications do you have that relate to this position?
- What are some of your strengths?
- What are some of your weaknesses?
- What have been some of your greatest accomplishments?
- What motivates you in your work?

### Your Career Goals

- What would you like to be doing five years from now?
- How will you judge yourself successful? How will you achieve this success?
- How will this job fit into your career plan?
- What do you expect from this job?

### Your Work Experience

- What have you learned from past jobs?
- What were your biggest responsibilities?
- What specific skills did you acquire or use in your previous job that relate to this role?
- How does your previous experience relate to this position?
- What did you like most/least about your last job?

### Your Education

- How do you think your education prepared you for this position?
- What were your favorite activities/classes at school?
- Why did you choose your major?
- Do you plan to continue your education?

### Job Specific Questions

- What interests you most about this position?
- What do you know about our organization?
- Why should we hire you over another candidate?



# Behavioral Interview Questions

Behavioral interviewing looks at your experiences as a sign of how you might act in future situations. This is an opportunity to share specific stories as examples of how you are as an employee.

When answering behavioral interview questions, tell your story using the **STAR** method:

- S = Situation** Describe the situation you were in or the task needing to be done.
- T = Task** Be sure to describe a specific event, not a generalized description
- A = Action** Describe the actions you took, keeping the focus on your actions
- R = Result** What happened? How did the event end? What did you accomplish?

## Example Questions:

- Describe a situation in which you recognized a potential problem as an opportunity  
(*Translation: When did you take initiative?*)
- Provide an example of how you acquired a technical skill and converted it into a practical application. (*Translation: How do you apply what you learn?*)
- Describe a time when you had to manage multiple tasks or projects at once.  
(*Translation: How organized are you?*)
- Tell me about a time when you had to work in a team? (*Translation: How well do you work in a team? What specific roles do you take on team projects?*)
- What, in your opinion, are the key ingredients in building and maintaining successful business relationships? Give me examples of how you have made this work for you.  
(*Translation: How well do you build relationships with coworkers/clients/partners?*)
- Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What roles did others play?  
(*Translation: Talk about your creativity, imagination, and teamwork?*)
- Tell me about a time when you have failed and what you took away from it.  
(*Translation: Can you recognize your shortcomings and make improvements?*)
- Tell me about a time when you had a conflict with a coworker.  
(*Translation: How do you resolve conflicts?*)
- What are three leadership qualities you think are important? How have you demonstrated these in the past? (*Translation: What leadership skills do you use?*)

