Typical Interview Questions

1) Tell me about yourself
   (Keep it all professional and brief, as you will go more in depth during the interview)
   What are you currently doing?
   What have you done in the past?
   What do you hope to do in the future? (why are you here today?)

2) Why are you interested in our company? Position? Show that you’ve done some research and discuss how it’s a fit for you

3) What do you think would be the most difficult for you in this position?

4) Tell me a time you had a disagreement with a colleague and how it was handled.
   Always end a negatively framed question positively - what did you learn from this disagreement going forward?

5) What do you think you could bring to the position? (Name Strengths)
   Make sure to explain each strength. Pick the most relevant strengths to the job

6) What do you feel like you need to improve?
   Keep it to one weakness unless prompted for more. How are you working to improve this? Try to pick a skill.

7) What is one of your greatest accomplishments?

8) What is the most difficult situation/biggest challenge you have faced and overcame?
   Situation, action, result

9) What have you gained from ___ experience on your resume?
   Be able to talk about anything that is on your resume. What are some key takeaways from each experience. Accomplishments, etc.

10) How would your colleagues describe you?
    Have more strengths to list apart from the ones you’ve already highlighted

Next: Behavioral questions (these questions are becoming more and more popular…” tell me a time when…”
In order to prepare for these, look at the position description and break it up into what they are looking for.
Then come up with an example of a time when you were creative, or whatever they are looking for)
Typical Interview Questions

11) Give me an example of a time when you had to multitask or juggle several ongoing projects. How did you prioritize your tasks and subsequently go about completing them so as to meet their respective goals/timeframes, etc.

12) In this position you will be working and interacting with diverse group of people. What experience do you currently have working with diverse groups?

13) Discuss your career goals. Where do you see yourself in 5 years?

   Make sure not to express anything that would reveal that you want to leave the job or change career paths... companies are making an investment by hiring you, therefore they hope to keep you.

14) Tell me about a stressful experience you encountered in a work environment.

15) One thing we are looking for is someone who has problem solving abilities. Can you describe an instance when you solved a problem successfully?

16) We are also looking for someone who can be a leader. How would you describe yourself as a leader?

17) What makes you different than the other candidates? (Why should we hire you?)
   Reiterate your strengths or unique experiences.

18) Any questions?
   The answer is always yes. If you do not ask questions, this comes across that you are uninterested. Do not ask questions that can just be researched online.

Note: ALWAYS send a thank you note. Email within 24 hours. And also hand write and mail a thank you. A hand-written thank-you can make you stand out.
Interview Preparation Worksheet

This exercise will help you organize your thoughts in preparation for a successful interview. Respond to these questions as they relate to the position for which you are interviewing. The questions in parentheses can guide you in responding to the primary question.

1. What information do I have concerning the agency, organization, job, and/or person I am interviewing with? (What do I know about this agency? What don’t I know about them that I would like to know – and how can I find this out?)

2. What is my educational background? (How is my background relevant to the job? What specific classes, degrees, projects are relevant?)

3. What is my work experience and background? (How are my experiences relevant to this job? What skills did I use in previous experiences that are relevant to this job? What did I contribute/accomplish in past jobs? What internships are relevant? What volunteer work is relevant?)

4. What are my career goals? (How are my career goals related to this organization and/or this position?)

5. What are my skills and abilities? (What can I bring to this employer? What are some specific examples of how I used these skills?)

6. What interested me in seeking out this job/organization? (How are my career goals related to this job/organization? What knowledge do I have concerning this job/organization? How does my background relate to the skills/values needed to do this job?)

7. What are my strengths? (What skills do I have that I like using that are relevant to this position? How have I made a difference? How did I develop these skills? Doing what activities? How are they maintained?)

8. What are my weaknesses? (What challenges me at work and how am I addressing it?)

9. What additional information would I want the interviewer to be aware of? (Imagine you’ve just left the interview and you wished you had told them something else – what is it?)

10. What questions might I want to ask the interviewer?
Accomplishments Worksheet

This worksheet will assist you in identifying and presenting your accomplishments, even if achieved as part of a group, with emphasis on your personal claim in the outcome. An accomplishment can be anything that made a contribution to the organization or was done for the first time, something made more efficient, or that you felt you did well and developed a sense of satisfaction and pride in doing.

ACCOMPLISHMENT: ___________________

1. Describe the situation or issue addressed.

2. How did I get involved?

3. What exactly did I do?

4. How did I do it?

5. What was the outcome? How can I state this in quantifiable terms?

6. What challenges did I face?

7. What did I learn?

8. What did I especially enjoy about doing it?