

INTERVIEW QUESTIONS

ACADEMIC AND CAREER ADVISING CENTER

You have landed an interview, congratulations! After taking the time to investigate the company, note the most important skills in a job description, you might start to anticipate what the interview will look like. If you have not had a professional interview before or it has been a couple of years, you may be surprised by what lies ahead. Interviewing can also prompt feelings of anxiety, preparation in the form of practice is the best way to help calm your nerves. Here are a couple of question types to think about, tips on how to answer them and sample questions to help you practice!

PREPARATION TIPS

- Pair up with someone you trust and have them ask you some questions so you can practice your responses out loud.
- As you practice your responses, stay on topic, keep your answers clear and concise. Using a timer can help, responses should not exceed two minutes (unless you are asked a multi-part question).
- For longer or multi-part questions, it is okay to slow things down and ask for the question to be repeated, you could try something like “That’s a great question. I want to make sure I speak to all the details of your question, could you repeat that?” This will give you time to take make notes and formulate your response.
- If a question comes up that you have not prepared for, do not panic! Take a breath, use the tip above to gain some thinking time. And remember that you have practiced and prepared, so that you can handle any question that comes your way!
- Lastly, and perhaps most importantly, be your authentic self. The interview is a social interaction for you and the employer to get to know each other.

OPEN-ENDED QUESTIONS

These are some of the most typical questions and can be used as a broad category to help you start thinking about what you most want an employer to know about you.

STRATEGIES

Look back on your resume, be prepared to speak on your experiences and try to highlight areas that overlap with the job description. This way you can be prepared to talk about yourself and have a list of skills and knowledge that you want to share throughout the interview. Remember to keep it relevant.

BEHAVIOR-BASED QUESTIONS

Behavior-based questions are quickly becoming the most important factor in interviewing. Rather than a candidate being able to present their skills without background, candidates are being asked to share a specific instance where they used a skillset.

STRATEGIES

These questions can be both hypothetical or historical in nature so be prepared to share your past experiences. Frame your role within the situation and be ready to identify what skills and thought process went into your actions. You can use the STAR format to help build your responses, describing the Situation you were in, Task you were given, Action you took and the Result.

SAMPLE INTERVIEW QUESTIONS

1. Tell me a bit about yourself and your interest in this position?
2. Why do you want to work in this job? Or work for this (fill in the blank) company?
3. Share an example of a time you had to mediate a conflict?
4. Explain your approach to conflict?
5. How do you handle conflict within your team?
6. Tell me about a time you worked on a large project, and the steps you took to manage the tasks and meet a deadline?
7. Describe a time you were challenged by a co-worker, supervisor, or professor, what was challenging? How did you deal with the situation?
8. What has been your most significant accomplishment to date?
9. What are your top 3 strengths and 1 weakness? (Tip: think of “weakness” as a challenge you are working to improve on)
10. Share a time when you took on additional responsibility at work?
11. Tell me about a time you went above and beyond expectations at work or school?
12. Provide an example of a time when your schedule was suddenly interrupted, what did you do?
13. What would you do if your supervisor provided negative feedback on a project you completed?
14. Tell me about a time you had to make a quick decision without all the information you needed and what was the result?
15. You have been working on a project for the last three weeks, and are informed at the last minute that the requirements for the project are changing, what do you do?
16. What makes you the best candidate for the job?
17. Where do you see yourself in the next five years?
18. How do you define work/life balance?
19. Tell me about a time you had to assert yourself or “speak up”?
20. Describe a time when you needed to ask for help on a project or task?

LOOKING FOR MORE PRACTICE AND RESOURCES?

- Login to **Big Interview**. In Big Interview you can read through interview questions by industry or competency, view sample answers to questions, and practice responses via recording (playing back your responses can be very informative to your preparation).
- Check the **Candid Career videos** for more tips on the [ACAC interview webpage](#).
- Attend a **Career Chat on How to Interview** click [here](#) for our schedule of events.
- Want to practice interviewing, schedule an appointment with your **Career Coach** in the Academic and Career Advising Center (ACAC), they are happy to help! You may schedule an appointment via the Navigate app or by calling the ACAC at 715-346-3226.