

Potential Interview Questions

1. What goals have you set for yourself?
2. Who or what has had the greatest influence on the development of your career interests?
3. How did you decide on your major?
4. Why are you interested in our organization?
5. Tell me about yourself.
6. What two or three things are most important to you in a position?
7. What kind of work do you want to do?
8. How do you think you have changed personally since you started college?
9. What are your expectations of your future employer?
10. What is your GPA? How do you feel about it? Does it reflect your ability?

Adaptability

- Provide an example of a time when you had to take action and didn't have enough time to prepare as much as you would like. How did you adapt to this situation?
- Describe a time when you had to complete a project in which there was very little direction. What are some of the issues you faced? How did you go about completing the project?
- Tell me about a time when you had more work than you could handle. What steps did you take to ensure quality outcomes?
- Everybody endures some stress in the workplace. Give a specific example of a stressful time at work. What caused the stress? What did you do to handle the stress?
- Give a specific example of when you have had to handle multiple priorities. How did you meet all of your responsibilities?

Analytical Skills

- Tell me about the most complex or difficult information you have had to analyze.

- Describe a task or project that you were responsible for that best demonstrates your ability to analyze information.
- Describe a situation where you have gathered and analyzed facts to arrive at a decision.
- There are times where there is an incredible amount of data and information to be analyzed. Tell me about a time you faced this situation and exactly what you did to boil everything down to what was most important.

Critical Thinking /Problem solving

- Tell me about a time when you had a difficult and/or complex problem to solve. Why was the problem difficult? How did you organize the available information?
- Describe a situation when you were given an assignment that was difficult to complete because you were uncertain of several key elements. How did you go about completing the project?
- Think of a time when you promised something to a customer or coworker by a certain deadline. What kinds of things did you consider when you agreed to the deadline? How did you go about meeting that deadline?
- Can you give me an example of an innovative idea or concept you used to solve a problem that had a positive impact on the business?

Initiative

- Give a specific example of a time when you put forth extra effort to attain a goal. Why was the extra effort necessary?
- Give a specific example in which you were asked to complete an assignment where there would be very little supervision. How did you feel? Describe the outcome of the assignment/project. How was it received by your supervisor?
- Tell me about a time when you wanted to initiate a project on your own. How did you gain support for this project?
- Tell me about a time when you had to take charge and start the ball rolling to get a job done. What were the ramifications if the job didn't get done? How did it turn out?
- Describe a situation in which you identified a problem and took action to correct it rather than wait for someone else to do so.

Integrity

- Describe a time when you became particularly frustrated with a supervisor or coworker. What did you say to the other party to communicate your frustration? What happened?
- Please describe a situation in which you received negative feedback from a supervisor, coworker, or business partner. How did you respond to this feedback? What was the outcome?
- Give a specific example of a situation in which it was imperative that you maintain confidentiality, yet someone asked you to release the confidential information. What did you do?
- Discuss a time when you had to handle a situation with a coworker that could have been (or was) sensitive or uncomfortable. How did you handle this situation?
- Give an example when you had to deal with a difficult ethical issue. How did you handle the issue?

Organization

- Please walk me through your last week and tell me how you planned your week's activities and how your schedule worked.
- How do you schedule your time and establish your priorities?
- What have you done in order to be effective with your organization and planning?
- Tell me about a project that you have planned.

Teamwork

- Describe an example of when you were a member of a team assigned to a project or task. What was your role in the team? Did the team accomplish its task? If so, why? If not, why not?
- Describe a situation in which several of your coworkers didn't get along. How did you handle the situation in order to get results?
- Tell me about a specific situation when you assisted a coworker/supervisor with a task or project. Why and how did you assist that person?

- Tell me about a time when you had to enlist the support of your coworkers, subordinates, or supervisors to complete a task. How did you go about getting their help?
- Give an example of when you had to organize a team in order to achieve a goal. What process did you use to select the team members?

Work Ethic

- Give a specific example of a situation in which you were faced with a difficult deadline to meet. How did you respond? What was the outcome?
- Often our work environments require that numerous tasks be completed simultaneously, which can put demands on us. Give an example of when you were in this type of situation and how you resolved it.

Questions used and adapted from the following sources:

501+ Great Interview Questions for Employers, Dianna Podmoroff. Ocala, FL. Atlantic Publishing Group

High Impact Interview Questions: 701 Behavior-Based Questions to Find the Right Person for Every Job. New York, NY. AMACOM

Bank of Competency Based Interview Questions. Retrieved April 16, 2009, from the University of Queensland, Australia, Faculty of Business, Economics & Law Official Site. Web site: http://www.bel.uq.edu.au/new/downloads/hr/HR_Question_Bank.pdf.

Competency Based Interview Questions: How Many Can You Answer (Well)? Retrieved April 16, 2009, from Government of Alberta: Corporate Human Resources Official Site. Web site: www.pao.gov.ab.ca/toolkit/assessing/competency-based-interview.htm. Hoevermeyer, Victoria A. (2006).