



Career Planning & Resources

Interview Preparation

Common Interview Questions

1. Tell me about yourself.
2. What do you know about this position (or employer/organization)?
3. Why are you interested in this position? (or) Why did you decide to seek a position with this organization?
4. What are your strengths and weaknesses?
5. How do you think a friend who knows you well would describe you?
6. What is your leadership style? (or) Tell me about a time where you had to assume a leadership role and how you handled that situation.
7. What are your short/long-term goals?
8. What kind of role do you typically play in a team setting? (or) Describe the perfect work group.
9. Tell me about a time when you took initiative.
10. What do you see yourself doing five years from now? Ten years from now?
11. Tell me about the three accomplishments you're most proud of. Why?
12. In what ways do you think will contribute to our organization? (or) What is unique about how you will contribute to our organization?
13. What qualities do you look for in a supervisor?
14. Tell me about a time where you needed to meet several deadlines, but couldn't meet them all. How did you handle that situation?
15. What are your questions for me?

Questions to Ask the Employer

1. What kind of assignments might I expect during the first six months of the job?
2. What are your expectations for the candidate who fills this position to accomplish in the first six months he/she is working?
3. How do you evaluate performance and provide feedback to employees?
4. What do you (the interviewer) like best about your job/organization?
5. In researching the position, I discovered that your department has been working on _____ project. Can you tell me more about this? How might I be involved in the project if I were to be hired?
6. What qualities/characteristics are you looking for in the candidate who fills this position?
7. What types of professional development opportunities are available for employees?
8. What is your vision for this organization in the next five years?
9. What is your supervisory style?
10. Can you give me a sense of your hiring process? (Future interviews, timeline, decision)