

## **PRACTICE INTERVIEW QUESTIONS**

- ❖ Tell me about yourself
- ❖ Why are you interested in a position with this organization?
- ❖ What led you to complete your undergraduate degree in \_\_\_?
- ❖ What strengths do you feel you bring to this position?
- ❖ Describe a weakness
- ❖ What are your long range goals?
- ❖ What is your greatest achievement?
- ❖ Where do you see yourself in 5 years?
- ❖ What do you know about us?
- ❖ How did you choose this field?
- ❖ Why do you want to work here?
- ❖ What are your greatest strengths?
- ❖ How do you work under pressure?
- ❖ Are you thinking about going back to school?
- ❖ What extracurricular offices have you held? What have you learned from this activity?
- ❖ In what work environment are you the most comfortable?
- ❖ What salary do you expect to earn?
- ❖ How do you define success?
- ❖ Why should we hire you?
- ❖ What special skills would you bring to this position?
- ❖ What is your philosophy of life?

## **BEHAVIOURAL INTERVIEW QUESTIONS**

- ❖ Describe a time on any job you've held in which you were faced with problems or stresses that tested your coping skills. What did you do?
- ❖ What has been your experience in giving explanations or instructions to another person? Feel free to talk about your experiences in training, supervising or coaching others.
- ❖ Tell me about a time when you were able to build motivation in your co-workers or subordinates.
- ❖ Give me an example of an important goal you set in the past and tell me about your success in reaching it.
- ❖ Describe the most significant written document/report/presentation which you have had to complete.
- ❖ Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.
- ❖ What did you do in your last job in order to be effective with your organization and planning?
- ❖ Describe the most creative work-related project which you have carried out.

- ❖ Describe a time in which you felt it was necessary to modify or change your actions in order to respond to the needs of another person.
- ❖ Give me an example of a time when you had to carefully analyze another person or a situation in order to be effective in guiding your action or decision.
- ❖ What did you do in your last job to contribute to a team environment? Be specific.
- ❖ Give me an example of a problem you faced on any job you have had and tell me how you went about solving it.
- ❖ Describe a situation in which you were able to positively influence the actions of others in a desired direction.
- ❖ Give me an example of a time in which you had to use your fact-finding skills to gain information for solving a problem, and tell me how you analyzed the information to come to a decision.
- ❖ Give me an example of a time when you had to sell your idea to a boss or other authority figure.

### **SITUATIONAL QUESTIONS**

- ❖ You are working on a team project and one of your teammates is not co-operative. How do you resolve the conflict?
- ❖ A client/parent/boss tells you he or she is dissatisfied with the service you have provided. How would you respond?