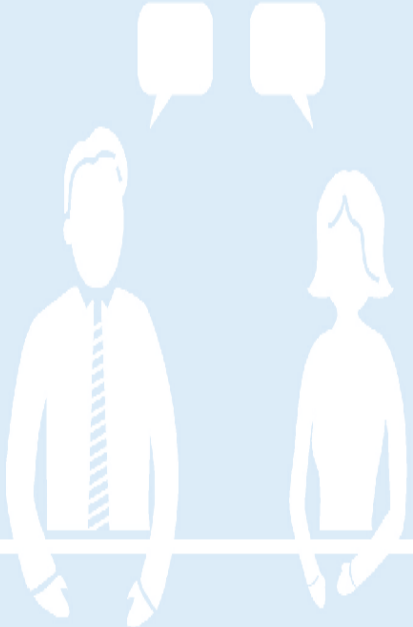


PRACTICE INTERVIEW QUESTIONS

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 that 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 five 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 most comfortable?
- What salary do you expect to earn?
- How do you define success?
- Why should we hire you?
- What special skills do 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 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.

Behavioral Interview Questions

- 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 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 in any job that 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.

'STAR' TECHNIQUE TO ANSWER BEHAVIORAL INTERVIEW QUESTIONS

S	Situation	Detail the background. Provide a context. Where? When?
T	Task	Describe a challenge and expectations. What needed to be done? Why?
A	Action	Elaborate your specific action. What did you do? How? What tools did you use?
R	Results	Explain the results: accomplishments. Recognition, savings, etc. Quantify.

SITUATIONAL INTERVIEW 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?