

Sample Interview Questions:

General Interview Questions

- Tell us a little about yourself.
- What three words describe you best?
- What does it mean to you to be a professional?
- What have you read recently?
- Why are you interested in this position and our company?
- Why do you want to work in our industry/field?
- Why did you select your particular major?
- What are your greatest strengths and weaknesses?
- What is your most significant accomplishment?
- What is the biggest mistake you have made?
- What are your short and long-term goals? How do you plan to achieve them?
- What motivates you to achieve goals?
- How does this position fit into your 5 or 10 year plan?
- How have your previous experiences prepared you for this position?
- How are you qualified for this role?
- How has your education prepared you for this opportunity?
- Tell us about specific skills you have developed or acquired.
- What do you think it takes to be successful in this job/field?
- What do you think will be your greatest challenge in this position?
- What specific skills do you think you need to add to your repertoire to be successful in this role/program?
How will you go about developing these skills?
- What type of management style do you prefer to work under?
- How do you like to be managed?
- Tell us a little bit about a supervisor or professor you liked. What qualities did this person possess?
- If we were to contact your supervisor, what would they tell us about you?
- What supervisory or leadership roles have you held?
- How would you describe your supervision or leadership style?
- What is your ideal work environment?
- What do you look for in a department and a team?
- How would you describe your work style?
- If we were to contact your supervisor or a coworker, how would they describe your work style?
- Do you work well under pressure? How do you handle it?
- Why did you leave your last job? OR Why do you want to leave your current position?
- Why should we hire you over other candidates?
- Is there anything we did not ask you about that you would like to share with us?
- What is not on your resume that you would like to share with us?
- What question did you expect us to ask that we didn't?

Behavioral Interview Questions

- **Adaptability**
 - Tell us about a time when you had to branch outside your comfort zone. How did that make you feel?
 - Describe a time when you adjusted your behavior to meet the needs of different people.
 - Tell us about a time when you reacted quickly to changing conditions. What was the impact of the change on you?
 - Describe a time when you worked effectively in an environment in which the parameters and expectations changed frequently.
- **Communication**
 - Tell us about the most difficult person you've had to communicate with. What made communicating with this person so challenging?
 - Please tell us about a time when you had to persuade someone to your point of view.
 - Describe a time when you had to assist an angry customer in person or over the phone.
 - Give an example of a time when you had to use your presentation skills to influence someone's opinion. What was the end result of your efforts?
- **Conflict Management**
 - Tell us about a time when you experienced conflict with a coworker or teammate. What strategies did you use to resolve the situation?
 - What do you do when you disagree with someone at work or in school?
 - Tell us about a time when a conflict in the workplace got in the way of you being able to do your job.
 - Describe a decision you made that was not popular and how you handled implementing it.
- **Decision Making**
 - Tell us about a time when you made a difficult decision. What was the outcome of your decision?
 - Give us an example of a time when you had to make a decision quickly with limited information.
 - Describe a time when you held off on making a decision because you did not have enough information. What did you do to address the concern?
 - Tell us about a time when you made a bad decision. What did you learn from the situation?
- **Diversity**
 - Tell us about how you have helped promote diversity and inclusion?
 - Tell us about a time when you worked in a diverse environment or on a diverse team? What did you learn from this experience?
 - Describe a time when you noticed someone was not respecting diversity. How did you respond?
 - What is your definition of diversity?
- **Ethics and Integrity**
 - Tell us about a time when you demonstrated integrity.
 - Share with us a time when you did the right thing, even when it was not going to be popular.
 - Tell us a time when you had to bend or break a rule. What was the rule and how did you determine it was acceptable to bend or break it?
 - Describe for us a time when you witnessed a friend or colleague doing something wrong. What did you do?
- **Leadership**
 - Tell us about a time when you made an unpopular decision that affected others.
 - What strategies have you used to get individuals to work well together as a group to achieve a common goal?
 - Give us an example of a time when you successfully managed a group.
 - Tell us about a time when you had to lead others to implement a difficult change.

- **Planning and Organization**
 - Describe how you handle having your schedule suddenly interrupted.
 - Give us an example of a time when you were unable to complete a project on time. What would you do differently next time?
 - Sometimes it is easy to get in “over your head”. Tell us about a time when you had to request help or assistance on a project or assignment.
 - Give us an example of a time when you were faced with conflicting priorities. How did you determine the top priority?
- **Teamwork**
 - In your opinion, what are the best and worst parts of working in a team environment?
 - When working within a team, what role do you typically take on? Please provide an example.
 - Tell us about a team experience you found rewarding.
 - Describe a team experience you found disappointing and what you could have done to prevent this.
- **Stress Management and Motivation**
 - If I were your supervisor, how would I know that you were feeling stressed? What signs would I see?
 - Tell us about a time when you were under a great deal of pressure. How did you handle it?
 - Tell us about a time when you went above and beyond the call of duty.
 - Give us an example of a goal you set and how you achieved it.

Questions to Consider Asking the Interviewer

- **Job or Internship Interview**
 - Three months from now, how would you know you hired the right person for this job?
 - What kind of person does especially well here, and what type of person isn't as strong of a fit?
 - What do you think is the biggest challenge for new staff members trying to learn this position?
 - How is an employee evaluated within this position?
 - How would you describe the work culture here?
 - How does this position and the department contribute to the overall company mission and philosophy?
 - Do you have any questions or concerns that I could address regarding my fit for this position?
 - How have you seen the company change since you've been here and what goals does the organization have moving forward?
 - What is one thing you wish you knew before you started working here?
- **Graduate School Interview**
 - Where are recent alumni employed?
 - What do most students do after graduation?
 - Do many students publish articles or present papers before graduation?
 - What do you think makes a candidate successful in this program?
 - What is it like to live in this area as a graduate student?
 - When and how do students choose their advisors?
 - In your opinion, what are some of the strengths of this program?
 - What are some challenges this program faces?