Commonly Asked Interview Questions

Personal questions (objective)

• Tell me a little about yourself.

• Tell me how has your degree helped you (in preparation for your career)?

• Why did you choose the career for which you are preparing?

• What do you see yourself doing in five years from now?

• How do you plan to achieve your career goals?

• What do you consider to be your greatest strength? Weakness?

• How do you think a friend, classmate, or professor, who knows you well would describe you?

• What two or three accomplishments have given you the most satisfaction? Why?
Homework questions (research)

- Tell me what you know about our organization?

- What aspects of our organization are appealing to you?

- What criteria do you use to evaluate any organization for which you want to work for?

- In what ways do you think you can make a contribution to our organization?

Work process questions

- When presented with a variety of tasks, how do you prioritize your activities?

- This position requires a great deal of organization and attention to detail. Please describe a situation in which you have organized a project.
Work with others questions

- If you had the luxury of creating the ideal work environment, what would it look like to you?

- Describe a time when you came in conflict with someone and how did you handle it?

Qualification questions

- Why did you decide to seek a position with our organization?

- Why should I hire you?
Behavioral Interview Questions (Hypothetical)

- **Give an example** of a time when you could not participate in a discussion or could not finish a task because you did not have enough information.

- **Give an example** of a time when you had to be relatively quick in coming to a decision.

- **Tell me about a time** when you had to use you spoken communications skills in order to get a point across that was important to you.

- **Give me an example** of a time when you had to use your fact-finding skills to gain information needed to solve a problem; then tell me how you analyzed the information and come to a decision.

- **Give me an example** of an important goal you had set and tell me about your progress in reaching it.

- **Describe the most** significant written document, report, or presentation that you've completed.
• **Give me an example** of a time when you had to go above and beyond the call of duty in order to get the job done.

• **Describe a time** when you felt was necessary to modify or change your actions in order to respond to the needs of another person.

• What did you do in a project or class to contribute toward a teamwork environment? **Be specific.**