

## **SB Student Success Center: Sample Interview Questions**

### ***Background/Personal Information:***

- What are your greatest strengths and weaknesses?
- How do you know when you have achieved success?
- How do you measure your level of success/achievement? When do you feel successful?
- What do you know about our company? Why is it of interest to you? (Research the company!)

### ***Organizational Skills: Ability to Plan tasks***

- Tell me about a big project you had to plan for school or work.
- What steps were involved? What was the outcome?
- If you couldn't finish a task how would you handle it?

### ***Ability to Set Priorities***

- Describe a situation when you had several things to do in a limited time.
- How did you handle it? What was the outcome?
- What kinds of situations have you been in that required project planning?
- Tell me about a time when you didn't achieve your objective.

### ***Ability to Delegate***

- Tell me about a time you were in charge but needed others to help.
- How did you assign work? What happened?
- Tell me about a time when you have felt pulled in all directions and how you handled it.

### ***Interpersonal Skills:***

#### ***Client Relations***

- Tell me about a time you've had to deal with the public. Who was involved? What did you do?
- How did they respond?
- Do you enjoy working with a variety of people?
- How do you establish working relationships with new people?

#### ***Being a Team Player***

- Give an example of how you have effectively worked in a team situation.
- Give an example of how you have effectively worked on your own.
- Describe your work habits in a team situation.
- Give an example of a time when you were not a productive team member.
- What do you expect of others in a team environment?
- What are your behaviors that inspire or motivate others?

#### ***Ability to Deal with People at All Levels***

- Tell me about a time you had to work closely with someone above or below you.
- What kind of management styles do you prefer and why?

### ***Technical Skills:***

#### ***Problem Solving***

- Describe a complex problem you have solved/haven't solved.
- What steps did you take to tackle it? What were the results?
- Tell me about a time when you used creativity to solve a problem.

#### ***Ability to Apply Knowledge***

- Tell me about a situation in which you had to apply newly acquired knowledge.
- What was the situation? What were the results?
- Are you able to function in a fast-paced working environment?
- Is multi-tasking something you struggle with or embrace?

#### ***Knowing Limitations***

- Tell me about a time when you had to turn to someone else for assistance.
- What was the situation? Whom did you ask for help?
- What was the outcome?

### *Growing with the Job*

- Taking initiative
- Tell me when you had to take charge and get a job done or resolve a problem.
- What did you do? What happened?

### *Ability to Learn on the Job*

- Tell me when you had to learn something new in a short time.
- What was the situation? What was the result?
- Are you a fast learner?
- Do you tend to set goals for yourself?
- Describe some important goals you have achieved.

### **Communication Skills:**

#### *Ability to Communicate*

- Tell me about a time someone misunderstood something you said or wrote.
- How did you make yourself clear? What was the outcome?
- Describe your leadership style.
- How would your co-workers/classmates describe you?
- Are you comfortable speaking in large-group situations?

#### *Ability to Listen*

- Tell me about a time you misunderstood a teacher or superior.
- What did you misunderstand? How did you resolve the misunderstanding?

#### *Commitment*

- Tell me about finishing a job even though everyone else had given up.
- How did you manage to finish? What was the result?

#### *Community Involvement*

- Tell me about work you've done in the community or in a school organization.
- What did you do? What was the outcome?

#### *Expectations*

- What do you expect of a company?
- What do you want to achieve in your first year on the job?
- Where do you see yourself five years from now?

### **Conclusion:**

- Describe yourself in one word. Why that word?
- How would you want me to remember you?
- Why do you want to work for us? What can you offer us that other students in your field can't?
- Do you have any questions for me?

### **Questions to Ask the Interviewer:**

*It's always best to ask questions related to specifics from the interview, especially if you can relate it to your experience, skills, and/or education.*

- Could you please describe the performance review process?
- What does a typical workday look like at \_\_\_\_?
- What types of skills would be most beneficial for success in this position? (And then discuss how your skills match the expectations of the position)
- What are the current goals of \_\_\_\_? In what ways could I most effectively support those goals?
- Could you please tell me the next steps in the interview and hiring process?