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?