

## Common Job Interview Questions

### **Tell me about yourself.**

Be sure that your answer includes some importance to your professional endeavors. The employer wants to know a few things: Can you work? Spend around 15 seconds talking about your training, skills, accomplishments, and your ability to learn quickly. Will you do the work? Give a few examples to discuss some of your accomplishments and proven ability to work, and your ability to learn quickly. Are you cooperative? You might describe yourself as someone who is a team player and able to communicate with a variety of people.

### **What specific training have you had for this kind of work? Or what can you bring to the company?**

This is a particularly important question. Briefly state why you are qualified for the position. What experience have you had before that was similar? Study the job description before the interview to see what current skills you currently have that would transfer over to the position you are applying for.

### **Why do you want to work for this company/organization?**

You must have researched or know a good amount of information about the company to answer the question. Before your interview, visit the company's website. Get an overview of the company's key products and services. Most companies have their values listed on their website, which you can see if your values align with the company's. Google the company for any current news.

### **What type of work environment do you like best?**

Companies want to see if you are a team player or work better alone. Companies will require the individual to prioritize collaboration, autonomy, or a mixture of both. Before answering, know whether the job requires you to work alone (independently) or with a team. Additionally, this allows companies to see what kind of work environment you thrive in (conventional, flexible, fast-paced, etc.).

### **How do you deal with pressure or stressful situations?**

The employer would like to know if you can hold down the fort when needed. The pressure can become intense when deadlines are looming. Share an instance when you navigated a stressful situation and remained calm the entire time.

### **How do you keep yourself organized?**

Employers want to understand how you use your time and energy to stay productive and efficient. They also want to see if you have your own system for staying on track with work. Be sure to emphasize that you adhere to deadlines and take them seriously. Talk about an instance where you stayed on track and

how you allocated your time accordingly to complete a project. Explain how you remained organized and focused on the job.

### **What is the greatest challenge you faced in your last job?**

This is a great question to show how you perform under stress and how you can adapt to a changing work environment. For example, you had to fill in for a coworker and had to learn their job responsibilities in addition to your own. You can also answer this question with your conflict resolution skills, how you were able to interact with an angry client/customer or taking responsibility for an error.

### **How do you handle conflict at work?**

Employers ask this question to gauge your communications skills, problem solving skills, and how well you deal with stress. A satisfactory answer will illustrate a time when you confronted an obstacle, remained calm, and worked toward a productive solution.

### **When you have multiple projects how do you prioritize your work?**

This is a question about your time management skills. Be prepared to describe a system you use for time management (calendars, to-do lists, reminder notifications, prioritizing certain projects, etc.).

### **What do you think are your weaknesses?**

This can be an exceedingly tricky question to answer. However, if answered correctly, it can show the employer that you are self-aware and have an interest in continued growth and learning. Consider describing a work-related weakness in past tense. This means that you take a weakness from “way back when” and show how you overcame it. It answers the question but ends on a positive note. You can use an example on how you struggled with multitasking, but then you created a system that then allowed you to multitask with ease.

## Behavioral Interview Questions

Interviewers will ask you questions to see how you will react to certain situations. This is to see if you are fit in the work environment and have what it takes to meet the demand of the job. These types of questions require your past experiences in past jobs to answer the questions. It is okay to lean into your professional weaknesses but use it as a tool to show how you have improved and the lesson you learn from your mistakes.

- Can you tell me about a complex problem you solved at work? What was your approach to finding a solution?
- How do you learn from a mistake you made?

- Tell us about an unexpected change you faced. When faced with this challenge, how did you handle it?
- Give me an example of when you showed initiative and took the lead.
- Have you ever experienced a situation in which things did not work out well for you?
- Describe a time when you had to learn something new. In what ways did you approach the learning process?
- Have you ever had to complete a task under time pressure? How did you handle it?
- How do you deal with difficult clients/customers?
- Share an example of how you handled a conflict at work.
- When you are in a leadership position, how do you motivate your team members?
- Share an experience when you had to deal with a lot of stress. How did you manage the pressure?
- Tell me about a time when you set a goal for yourself. How did you achieve it?
- What is your proudest achievement as a professional? Why is it important to you?
- Tell me about your most serious career failure and how you overcame it.
- Would you rather turn in an assignment on time but not to the quality you wanted, or turn in an assignment late but to the quality you wanted?

#### Questions to Ask Employers

These are a couple of questions you can ask employers to get to know more about the job position job position and the company culture and values. Usually, there is only time in the interview for the interviewee to ask 3-4 questions.

- What are some of the most important hard and soft skills for someone in this position to be successful?
- How often are professional development opportunities offered?
- What is the training process like for this position?
- What do new employees typically find surprising after they start?
- What are 3 words you would use to describe someone successful in this role?
- Are there examples of a career path beginning with this position?
- How does the company define success?
- What is a great accomplishment this company has done?
- Which duties should be prioritized for this job?
- Which individuals will I collaborate with the most and what do they do?
- What is the performance review process like?
- What specific skills are you looking for when filling this job position?
- What is your favorite part about this company and why?
- What is your favorite office/work tradition?
- How has the company changed since you joined?