

Commonly Asked Interview Questions

Name: _____

Instructions: Outline bulleted responses to the following commonly asked interview questions. The key is to make sure you follow the guidelines for effectively answering the question and use **SPECIFIC** examples that demonstrate anything you claim.

1. Tell me about yourself.

- **Provide an overview** of what your **educational** and **professional experience**.
 - **Summarize** your **educational** and **career aspirations** as they relate to the position you are seeking.
 - **Explain why** you are **applying** for this **specific position** and **briefly summarize why you'd be a good fit** as well as **how it connects** to those aspirations.
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2. What would your colleagues or peers tell me about you?

- **Identify your top 2-3 personality strengths** (self-management skills).
 - **Briefly share a specific example** for each that **demonstrates how you exhibit that personality trait**.
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3. Tell me about your experience at _____.

- **Briefly summarize key responsibilities** and/or **positive experiences** from a **previous job** (*Write about your most recently held job. If you haven't worked, write about a program, volunteer experience, extracurricular*).
 - **Explain** how your **previous experience** has **prepared** you for the position you are seeking.
 - **Share specific examples** of certain **accomplishments at a previous job**.
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4. Why would you make a good employee? What professional strengths will you bring to this job and company?

- **Identify your top 2-3 skills** (transferrable and/or job-specific skills) and **explain why** each of those **skills** makes you a **good fit** for position you are seeking.
 - **Summarize** how your **current/previous experience** has prepared you with **relevant** and/or **transferrable skills**.
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5. Are there any areas of growth that you are working on? What do you anticipate will present a challenge for you in this position?

- **Identify 2-3 areas for growth** as they relate to the position you are seeking.
 - **Explain** what you are **currently doing** to work on and **improve each weakness** and demonstrate specific growth that has already occurred.
 - **Identify areas of growth** that are not absolutely critical to the job.
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6. What do you want for yourself in the next five years?

- **Begin by reiterating that your primary objective** during this time frame is to develop your skills and ultimately master the job duties of the position.
- **Once this has happened, you should mention that you would be open to finding other ways to grow within the company** including taking on more of a leadership role or mentioning specific positions that require more experience.

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- You could also discuss your desire to continue with your education on a part-time basis.

Is there anything that we have not asked you that you would like to share about yourself?

- Always have a **persuasive closing summary** of your **best qualities** and **why you're the best candidate** for the job.

Do you have any questions about the position or the company?

- Always have prepared **at least 3 INFORMED questions** to ask (don't ask a question you could have found the answer to online)

Instructions: Use the S.A.R. guideline to outline bulleted responses to the following commonly asked behavioral interview questions. The key is to make sure you are your summary of the situation is brief so you can dedicate the majority of your response to focusing on YOUR actions as well as the outcome and any take-away(s). Be sure to be SPECIFIC.

S.A.R.

Situation – summarize briefly a specific situation or task that provides just enough context for the interviewer to understand, but leaves time for you to dedicate most of your response to the next two

Action – explain the action(s) you took as well as what **you** did to respond to any challenge(s), making sure to keep the focus on you (not team members) and what you did (not *might* do)

Results – discuss the results or outcomes from your action(s), acknowledging what you accomplished and learned

7. Walk me through a time when you saw a project through from start to finish. How did you ensure it was completed successfully?

8. Tell me about a time you encountered a problem you didn't know how to solve. How did you handle this?

9. Walk me through a time when you worked in a team either at work or at school. What was your role in the group? What did you find challenging and/or rewarding about it?

10. Tell me about a time when you had a disagreement /conflict with a supervisor, co-worker or customer. How did you handle it? What did you learn from this experience and what might you have done differently?