

# 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.

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## 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 role.
  - 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 interests you in this company and this specific position?

- Focus on what you can contribute to the company/ position based upon what you know about the work **rather than what you gain from the opportunity**.
  - Demonstrate your knowledge of the company—the focus of its work and any **relevant current news**—and most importantly that you understand and identify with its **mission, values, and reputation**
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## 3. Why did you select your major? What have you learned in your program that has prepared you to be successful in this role?

- Provide a **broad overview** of your program in a nutshell (refer to the BFIT course catalogue description for guidance) and **emphasize lab time**.
  - Mention **1-2 specific courses** that **relate to the position** and **highlight** the **skills/knowledge** you developed.
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## 4. What would your colleagues or peers tell me about you?

- Identify your **top 2-3 personality trait strengths**.
  - Briefly share a **specific example demonstrating** how you embody **each trait**.
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## 5. Tell me about your experience at \_\_\_\_\_.

- Briefly summarize **key responsibilities** and/or **positive experiences** from a **previous job** (*Discuss your most recently held job or an extracurricular program, volunteer experience, ect.*).
  - Explain how your **previous experience** has **prepared** you for the position.
  - Share **specific examples** of certain **accomplishments at a previous job**.
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## 6. 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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## 7. 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.

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- **Identify areas of growth** that are not absolutely critical to the job.
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## 8. What do you want for yourself in the next five years?

- **Focus on** what you **want to accomplish in this position** and with this company.
  - **Mention your desire to grow within the company** including taking on more of a leadership role or mentioning specific positions that require more experience.
  - If applicable, **discuss** your desire to pursue **additional certifications or continue your education** on a part-time basis.
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## 9. Is there anything that we have not discussed that you would like to share?

- Always have a **persuasive closing summary** of your **best qualities** and **why you're the best candidate** for the job.
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## 10. 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)
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***Instructions:*** Use the S.A.R. guideline to outline responses to the following behavioral interview questions. Keep your summary brief yet comprehensive so you can focus on **YOUR** actions as well as the outcome and any learnings/take-away(s). Be sure to be **SPECIFIC**.

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### **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

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

**12. 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?**

**13. Tell me about a time when you made a mistake. How did you handle it?**

**14. Walk me through a time when you saw a long-term project through from start to finish. How did you ensure it was completed successfully?**

**15. 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 in the future?**

**16. Share an example of when you showed initiative and took the lead on something.**

*Office of Career Services and Industry Partnerships:*