

Part I Sample Questions According to Topic

Interest and Enthusiasm ---

So, what led you to choose _____ as a major?

How do you like _____ so far? How did you choose that as your major?

Your major is pretty broad; do you have ideas of what area you're most interested in (right now)?

What has been your favorite class thus far? Why?

What are your future career plans?

Resume Qualification ---

So you worked at/as _____. Can you tell me about that position – your responsibilities and accomplishments?

You're involved with _____. What is the goal of that organization? You hold the position of _____. What responsibilities go along with that role?

What have you learned from some of the jobs you've held?

General Questions ---

Can you describe a situation where you had to deal with a difficult person and can you tell me how you handled the situation and/or resolved the situation?

What are you most proud of?

Can you give me an example of a time when you faced obstacles to completing a task or project? What were those obstacles and how did you overcome them?

Can you tell me about a time that you showed leadership?

Take a minute and think about your most outstanding or significant achievement. Tell me about it. What about you made this achievement possible?



Job Description and Skill Set ---

In your major, there is a focus on developing problem solving skills. Can you give me an example of a time when you have used your problem solving skills an in every-day or real-life application?

Would you consider yourself more productive as an individual or as a member of a team?

Can you tell me about a time when you had to make a decision in a short amount of time?

Tell me about a time when you included input from others to reach a decision.

When prioritizing tasks within your calendar, describe how you decide what is most important?

Leadership ---

Talk about your experience working with and motivating others.

Describe a situation during which you used your greatest strengths.

Can you think of a time when you were challenged to inspire a group of people to cooperate with one another?

Describe a time that you had difficulty influencing others to accept an idea. What approach did you take?

When working as a member of a team, has there been a time when some members of the team were unable to work together? How did you address the situation?

Motivation and Initiative ---

Describe an occasion when you put forth effort beyond what was expected.

Explain how you have previously achieved a stated goal. Describe what you did to accomplish the goal including challenges or decisions that you encountered.

Tell me about when you took on a project and did more than what was expected.

What accomplishment has given you a sense of satisfaction or that you are most proud of? Why?

Give me an example of an important goal you had set, and how you reached your goal.



Communication and Interpersonal Skills ---

In the past, have you had an occasion to speak up and be assertive on a specific matter to make a point or express your opinion on something you felt was important?

Talk about a meaningful document, report, or project that you created.

Was there a time when you recall “selling one of your ideas to a group or team? What approach did you attempt? Did you “close that sale?”

Explain how you identify the needs and values of another person and how you develop an understanding of their interests.

Describe how you handled a difficult or frustrating person with whom you had to work.

Planning and Organization ---

Tell me about a time when your schedule was interrupted suddenly and describe how you reacted.

Describe how you manage stressful situations and provide an example of when you worked against a deadline.

Part II Sample Questions with the Answer

What is your greatest strength?

Tip: This is a great question to show your employability skills. Talk about being a team member, being able to research and organize information, being able to use various computer software, etc.

What is your greatest weakness?

Tip: Always choose a weakness that you are striving to improve or a weakness that can also be your strength.

Example: I am still learning various computer software since it is constantly changing. Or, I am a perfectionist, which at times may bother people who work for me but I feel nothing should leave this office until it is perfect since it is a direct reflection of the quality of our work.



If you and all the other potential employees had the same background in education and experience what would make me hire you over the others?

The employer wants proof that you are the best potential employee.

Example: I know how an organization such as your works. I understand the right procedures and paths to follow to get the work accomplished efficiently and professionally. I am also a team player who can work well with all personalities and use these unique personalities to get the best results.

If you were hiring somebody for this position, what qualities would you look for?

Example: Somebody that can communicate well and work both as *an* individual and *as* part of a team. The qualities this person should have are: he/she understands how this organization works, and how to get the best results the quickest way. Someone who is up to date on technology, who knows the software would help this company to attain its goals.

Are you more comfortable working as a part of a team or individually?

Tip: Be honest. If you are a person who would rather work alone and you get frustrated when you have to rely on a team to get results, then you do not want a position that requires you to be a part of a team that always works together. You will very quickly become frustrated and unhappy in your job. Many companies want team players, so if you are comfortable working both as an individual and as part of a team, now is a good time to state this.

Why are you leaving your current position?

Tip: Stay positive, even if you are leaving a negative situation. Employers are looking for employees with good attitudes even when working in bad situations. Complaining about your past employer will not win over a new employer.

Example: "I am looking for a company that will give me the opportunity for better personal growth." This is much better then saying "My current employer does not know how to treat people, he is unfair and terrible to work with."



Tell me about a situation where something went very wrong and how you handled the situation.

Tip: Employers want to see that you can take a bad situation and turn it around into a positive situation.

Example: When I was a server at Red Lobster, a customer became very angry when I served him the wrong item. I had keyed in the wrong item on the computer so my ticket was wrong. I quickly apologized and took the item back and put in a rush order for the proper item. Then I asked my manager if I could offer this couple either free drinks or dessert. My manager said this would be okay, so I went back to the table with his new order and told them because of my mistake, I would like to offer them either a free after dinner drink or free dessert. They

were very pleased with this service and have returned to the restaurant quite often after this situation.

Best Advice

Stay positive in all your answers. Promote your skills. Watch your body language. Interviewers are looking at body language while you are in an interview. If you are slouching, swinging your legs and playing with your hair, it will give the interviewer the feeling you are not a self-confident person. You always want to sit straight up, pay attention and make sure you are not doing any nervous gestures.

Always send a thank you note immediately following your interview. This shows good business etiquette and that you are very interested in the prospective job. The letter should thank the employer for taking the time to meet with you. You should again state why you are the person for the position by stating some of your skills and accomplishments. Tell them again how interested you are in the position and tell them you will be pleased to supply them with any further information.

