Common Interview Questions

Q: Tell me about yourself.
Highlight your transferable skills, education, and related experience. If you have completed an internship/externship or volunteered make sure to mention it. Keep it mostly work and career related. Try not to mention any personal information unless it is relevant.

Q: What do you know about us?
Do your research. A company wants to know that you are sincerely interested in working for them.

Q: What are your strengths? What are areas for improvement?
Highlight a skill related to the job. Hint: Take a look at the job description and identify one of the skills.

Everybody has weaknesses, but don’t spend too much time on this one and keep it work related. Briefly identify your weakness and what you are doing about it. Do not mention anything too personal or that could prevent you for getting the position. Choose wisely. For example: “Sometimes I’m a little too meticulous about the quality of my work. Avoid saying “I work too hard.” It’s a predictable, common answer.

Q: What specific skills have you acquired or used in previous jobs that relate to this position, field/industry?
Focus on responding with industry specific skills. If you are not sure what skills to highlight, review the job description prior to the interview. Make sure to explain why.

Q: Describe a time when you had a lot of things to do (work and personal) and talk about how you prioritized you time.
This question is asking you to describe a specific time, so do not generalize your response. Try not to go over-board on the details. You may want to consider highlighting an example during your educational journey.

Q: Describe the most challenging co-worker, supervisor, or customer service experience you’ve had and how you handled it.
State a specific challenging situation that had a positive outcome. Do not be too detailed or too vague. Be clear, concise, and professional at all times.

Q: Describe a difficult obstacle you have had to overcome. How did you handle it? How do you feel this experience affected your personality or ability?
Identify an obstacle that had a positive outcome. Make sure to state how you handled it and how you grew professionally from this experience.

Q: What is your short term and long term career objectives? Where do you see yourself 1 year from now? What about in 3 years?
In your response highlight career goals that are related to the position. For example: Do not mention you plan on continuing your education if it is not related to the job you are applying for.

Q: What are your salary requirements?
This is a tricky question. You have to do your research prior to the interview. Go in with a range in mind, but try not to state it unless necessary. For example: “I am seeking a competitive industry wage based upon my experience, skills, and education”. If they continue to ask your salary requirements then give them a range.

Q: What questions do you have for us?
Always ask between 3-5 questions. Have them prepared prior to the interview. Write them down and refer to them if necessary.