

Interview Questions

Take the time to get comfortable with questions that you might be asked. Employers are looking for your responses and what it takes to show that you're the right person for the job. Remember to modify the responses to the job you're seeking.

Common questions that may be asked at interview:

1. Can you tell me a little about yourself?

Start off with 2 specific accomplishments or experiences that you want the interviewer to know about, and how this prior experience has prepared you for this specific role. Remember to focus on specific experiences and skills.

2. What do you know about the company?

The company wants to know if you care about their mission, values, goals etc. You don't have to memorize the mission statement – show you understand and then make it personal. Say “I really like the company mission because...”

3. What are your greatest professional strengths?

Share your true strengths, choose your strengths that are most targeted to the position and be specific: “persuasive communication” or “trust building”, etc.

4. What do you consider to be your greatest weaknesses?

Think of something that you are struggling with but are working to improve. Give specific examples on how you are taking steps to improve and working hard to do better (e.g. working on “delegating responsibilities/work load”). You understand the importance of teamwork.

5. What are your skills?

Employability skills:

- *Basic skills (communication, dealing with information/directions, problem solving/thinking etc.)*

- *Personal skills (positive attitude & action, being responsible, adaptable, working safe etc.)*
- *Teamwork (works with others, participate, look for ways to improve/open to change etc.)*

6. Tell me about a conflict you had at work and how you handled it.

Be sure to focus on how you handled the situation professionally and efficiently. Close with how you came to a resolution and/or compromise.

7. How do you deal with pressure or a stressful situation?

Focus on the message you're trying to communicate, choose an answer that shows how you handled a situation directly, thoughtfully (in a good way), and quickly.

8. How do you manage multiple projects and keep on task?

Show how you can set into motion a systematic and logical way to manage multiple tasks. Demonstrate how you plan, organize, track, evaluate and problem solve.

9. Where do you see yourself in 5 years?

Show how this position fits with your overall goals, experiences and that you have realistic future plans.

10. Do you have any questions for us?

Sample questions you may want to ask. It's okay not to ask questions. Let the employer know that they have covered everything very thoroughly.

- *May I ask when the position will start?*
- *What are the most immediate tasks that need to be addressed?*
- *Who will I report to?*
- *Which other departments work closely with this one?*
- *Is there anything else I can provide you with that would be helpful?*