

SAMPLE QUESTIONS

Behavioral Based Questions: Behavioral questions are focused on your past behavior. Remember, the belief is that past behavior often predicts future behavior. It is also hard to deceive interviewers with this type of question because they often will put you on the spot.

Question	What the interviewer wants to see
Describe a stressful situation where you demonstrated coping skills.	The interviewer wants to see how you will successfully handle stress in their environment. Everyone has stress at some point, so be realistic and be specific about your coping skills.
Tell me about a challenge you have faced and how you approached it.	The interviewer wants to know how you approach problems. You want to be able to show a can-do attitude and if it didn't go well, how you would change your behavior in the future.
Give me an example of how you have set goals and achieved them.	The interviewer wants to see strong goal setting and action plans to complete the goals. This is a good indicator of future success in their organization.
Tell me about a time you have disagreed with someone and how you have handled it.	Everyone has disagreements with colleagues but it is how you handle them that make you a great fit for an organization. You want to be able to show that you may disagree but you are collegial and at the same time that you are not afraid to bring up counter viewpoints.
Give me an example of when you have taken initiative.	Essentially, if you have taken initiative in a past position, you will do so in your next position. Interviewers want to see that you can solve problems on your own.
Describe your best experience working on a team.	Interviewers want to know that you are going to fit with the team. There is no correct answer for this question. You want to be honest because you also want the correct fit for you. Be sure to clarify each person's role and your interactions to give a clear picture of how you worked with team members.
Describe your worst experience working with a colleague.	This is a question that is directly related to fit, as well; however it is framed in the negative. Again, there is no right answer but you do want to show how you tried to get along with that colleague or make the experience better.
Tell me about a time that you persuaded or motivated someone.	The interviewer wants to see how you motivate people to complete their work. It is also a good indicator of how you will fit into the organization. Remember to be specific in how you accomplished motivating or persuading the individual.

Situational Based Questions: Situational skills are focused on future behavior and will test your problem solving skills and fit within the organization. Remember, you want to be succinct but give them enough information that they can ascertain your problem solving skills and fit in the organization.

Question	What the interviewer wants to see
How do you work best on a team?	This is a direct fit question; however, you can build your strengths into this question to reinforce your case for hiring you. You should focus on the strengths that you want to use in the position so that it is the right for both you and the organization.
How would you handle a disagreement with a colleague?	Everyone has disagreements with colleagues, but it is how you handle them that make you a great fit for an organization. You want to be able to show that you may disagree but you are collegial and have the ability to bring up counter viewpoints.
What type of supervision do you like?	This is a direct fit question relating to your supervisor. You want to be honest in this question. You want a supervisor that will help you to grow and develop within the organization.
How would you take initiative at our organization?	Interviewers want to see that you can solve problems on your own. You want to be able to show that you will take a lead within your specific role.
How do you handle stress?	Everyone has stress at some point, so be realistic. They want to see that you are a real person and can handle situations as they come along.
What will you do if you realize you are not able to make a deadline?	The interviewer not only wants to see your problem solving skills but how well you will fit in the organization. Remember, everyone at some point will have a problem with a deadline. It is your ability to solve the problem and work with colleagues effectively to achieve your goals.
Describe your ideal working environment.	This is a direct fit question. You will want to describe using your strengths to the role, the people, and your alignment with their product or mission. You want them to be able to see you within their working environment.
How would you set your priorities at work?	The interviewer wants to see your problems solving skills, as it relates to managing your workload. You want to show the reasoning behind your prioritization skills to show you are making sound judgment calls and have the ability to get the job done.

Resume Based Questions: Resume based questions are very straightforward and are directly related to your experience, as it relates to the role and organization. Remember to know exactly what is written on the resume that you sent the organization and have a consistent and concise story for each bullet point.

Question	What the interviewer wants to see
Walk me through your resume.	The interviewer wants to hear a consistent and concise story of your qualifications and interest in the position. You should be able to lead them through your resume culminating in why you are right for the role and organization.
Tell me about yourself?	This is the same question as above, just stated differently. The interviewer wants to hear a consistent and concise story of your qualifications and interest in the position. You should be able to lead them through your resume culminating in why you are right for the role and organization.
Why are you interested in this position?	This is the same question as above, just stated differently. The interviewer wants to hear a consistent and concise story of your qualifications and interest in the position. You should be able to lead them through your resume culminating in why you are right for the role and organization.
You have quite a few awards on your resume; tell me about each and how you got them?	This is basic fact checking. They want to see what motivated you and what skills you used to obtain the awards.
You seem to have short tenures at each position on your resume, tell me about why you left each.	This may be a concern for some interviewers particularly as you enter mid-career. They want to see how long you will be staying with them. Remember, it is expensive to onboard and train new employees. They don't want to lose someone too quickly and they also want to check if there were problems such as fit or conflict issues. You will want to ease their fears with your answer by stating your interest and commitment to the organization.
There is a gap between your last two jobs, why?	Very similar to the above question. The interviewer is concerned with your commitment to the organization and is checking to see if there were any problems during that time that should concern them. You will want to ease their fears with your answer by stating your interest and commitment to the organization.
You mention you speak Spanish, why don't you walk me through your resume in Spanish.	This is basic fact checking. If a skill is required for a position and it is listed on your resume, you should assume you will be tested on it.
Your grade point average wasn't that strong, why?	Questions about GPA may be asked with younger candidates in particular. The interviewer wants to see that you have developed over time in your academics. Focus on your improvement and setting priorities, particularly if you were also working during school. Remember, this is only one factor a recruiter might consider.
You mention you held a leadership position in this community organization; walk me through what you did for them.	This is fact checking on the skills and knowledge that you will bring to the organization. Many people will list community involvement on their resume; however, they have not actively participated. By asking details, the interviewer can learn a lot about your commitment and skills beyond just the work environment.