

Frequently Asked Interview Questions

Personality Questions

Tell me about yourself. Highlight skills and experiences as they directly relate to the position. Demonstrate that you are qualified for the job & have thoroughly read the job description. Consider your answer to be like a [“30-second commercial \(PDF\)”](#) or “elevator pitch” selling yourself and your skills.

Biggest strength. Pick a strength that will be an asset to the company and provide an example. This is an opportunity to show that you have a good understanding of the needs of the organization.

Biggest weakness. Focus on a past weakness you’ve addressed or a current weakness that is not directly related to the job and that you are taking steps to improve. Avoid naming a weakness that could be seen as a strength (perfectionist, workaholic, etc.).

How do you handle failure? Indicate how you have learned from your mistakes.

What traits does a person need to be successful? Do you feel you have these traits? Choose skills that you possess and are related to the position. Use key words from the job description. Describe why you think the traits are important and examples of how you have demonstrated them in the past.

Skills & Ability Questions

How do your skills relate to this job? Try to mention specific skills included in the job description or other skills that will be an asset. Your skills could be learned from your studies, internships, work or volunteer experience. Provide specific examples.

Tell me about a crisis you encountered at work/school and how you handled it? Clearly describe the problem and give specifics on how you solved it.

Tell me about your greatest accomplishment at work/school? Provide a specific example and how it was accomplished. Select something that demonstrates skills related to the job.

Why are you the best candidate for the job? Sell yourself – be self-assured, but not arrogant. Show your passion and positive attitude. Provide concrete examples of how hiring you would benefit the organization.

Interpersonal Skills Questions

What would you do if you worked with a person you don't particularly like? Show that you are proactive and would attempt to resolve the issue, but the focus on work is most important.

What would you do if you disagreed with your boss? It is important to choose your battles wisely and always be respectful. There should be a balance of speaking your mind on important issues to improve efficiency or reduce mistakes, while deferring to superiors and realizing there is more than one way to solve a problem.

Questions about the Company

What do you know about us? Show that you have done your research. Articulate what you know including mission, philosophy, values, structure, services and products. Be aware of the latest company news.

Why do you want to work here? Demonstrate knowledge of the company and why it is different from its competitors. Avoid providing self-serving information (“this is a great opportunity for me”). Find an interesting fact about the company, mention an annual community service event, or note their placement in industry rankings to demonstrate your interest.

How well do you understand our mission? State the mission as you understand it and note why it is important.

Behavioral Questions

- Some behavioral questions address your past experiences, because they can predict future behavior. Questions might begin with phrases such as, “tell me about a time,” “describe a situation,” or “give me an example of.”
- Employ the STAR method when describing experiences. Explain the Situation or Task, what Action was implemented, and the positive Results.
- Some employers will present you with specific scenarios and ask you to describe how you would address them. Research behavioral questions for your specific industry, but be confident in your knowledge and experience and provide honest answers to the best of your ability.

Questions to Ask the Recruiter

- When will you make your decision/what are the next steps?
- What do you enjoy about working at this organization?
- Clarifying questions about the job description or role that you cannot research the answer to on your own.
- What are the chances of advancement?
- How is performance evaluated?
- Never ask about salary, benefits, or vacation days.

Additional Resources

- For sample questions specific to your major, please visit the Career Resources by Major section of our website.
- Review additional information on interviewing from the Career Center.
- Visit Handshake to schedule an appointment for a Mock Interview.
- Use Big Interview for additional tips and to practice interviewing online.