
Common Interview Questions

The questions you can expect in an interview will depend largely on the position for which you are applying, the industry and the skill set the employer is looking for. Take the time to anticipate the kind of questions you might be asked and how you will answer them. Typically, you will receive two phases of questions. Firstly, the interviewers will ask you general questions pertaining to your experiences, background and work habits. These general questions are followed by questions relating to specific qualifications.

General Information:

- Tell me about yourself.
- What are your greatest strengths/weaknesses?
- Why do you want to work for us?
- Why should we hire you?
- What are your long-term career goals?
- What do you know about our organization?
- Have you worked in this field before?

Work History and Experiences:

- Describe your duties in [this particular position].
- Of which of your past accomplishments are you most proud?
- Tell us about a difficult problem you encountered in one of your previous jobs and how you handled it.
- What skills have you learned in your previous jobs and how will they be applicable in this position?
- In your experience, what are your ideal working conditions?
- What lessons have you learned from your past experiences?
- Explain the transitions between the items on your C.V.
- If I were to call your last employer, what would they tell me about you?

Interest in the Position:

- What interests you about the position, organization and industry?
- What are your long-term career goals? Where do you see yourself in a year, five years, ten years?
- What are your best and worst qualities? How will they affect your performance in the position?
- How important is this job to you?

Handling and Responding to Stress:

- How would you deal with a customer that is complaining bitterly about a product or service offered by the organization?
- You have been given multiple tasks and there is not enough time to complete all of them. What do you do?
- How would you respond if you knew you were right in a particular situation but all your co-workers disagreed with you?
- Tell us about situations that really bother you. How do you deal with them?
- How do you handle stress and pressure in the workplace?

Writing and Communication Skills:

- Do you have any experience speaking in public? In your opinion, what makes a successful public speaker?
- How do you ensure that your written work is error-free?
- Have you ever had a misunderstanding with one of your co-workers? How was it resolved? How could it have been avoided?
- How do you persuade someone you are right?

Responsibility, Judgement and Leadership:

- In what situations and in what circumstances have you been a leader?
- Do you prefer to have a lot of supervision or do you work better independently?
- How do you make important personal decisions? Work decisions?
- How do you deal with setbacks in your work?
- How do you motivate people?
- Name two management skills you think you have. What characteristics are most important to you in a leader? How have you displayed them?
- Give an example of a difficult decision you had to make. How did you handle it?
- What is the ideal working relationship between an employee and his/her supervisor?

Creativity and Flexibility:

- Tell me about a time when your ideas or suggestions helped improve some aspect of your workplace.
- Your job requires you to keep track of multiple tasks. Is this a problem?
- How do you feel about working extra hours on occasion?
- Sometimes our department offers support to [department x]. Would you be comfortable working with them?

Analytical Thinking:

- If you were hiring someone for this position, what attributes would you look for? Why?
- Tell me what your perfect job would be within this organization.
- What has been your greatest intellectual challenge so far? How did you overcome it?
- How do you define “success” in your personal life? How should an organization define “success”?

Planning and Organization:

- If you were in charge here, what would be your long-term goals for the organization?
- What does it mean to be “organized”?
- Your job involves keeping track of many details. How would you ensure that nothing is overlooked?
- What are your short-term career goals? What are your long-term career goals?
- Are you a naturally organized person? If not, how do you keep yourself organized?
- How do you see yourself growing in this position?

Interpersonal Skills:

- What are you willing to do to make a client happy? Where do you draw the line?
- Have you ever encountered a really difficult client? How did you resolve the situation?
- What do you like most about working with others? What do you like least?
- Tell us about a time when you worked in a team. What was your role?

Work Ethic:

- What do you consider your greatest achievement? How did you achieve it?
- How does it make you feel if you do not complete a task?
- What does “hard work” mean to you?

Teamwork and Cooperation:

- Do you work well with others?
- Tell us about a time you were a member of a team. Was it rewarding? Frustrating?
- Is personal recognition important to you?
- Tell us about a time you had to sacrifice your personal needs for the larger good of a team.
- What would you do if members of your team were not doing their fair share of the work?