



TEN COMMONLY ASKED INTERVIEW QUESTIONS

Instructions:

Step 1: Write down your answers to these questions. Try to include an example or two that highlights a specific experience that you have in this area and any outcomes/ results if applicable.

Step 2: Practice asking yourself these questions and saying your answers out loud several times.

Work to improve your answers. Your goal is to become comfortable enough with these questions in an interview situation that your answers come out in a concise and confident fashion.

Step 3: Ask a roommate or friend to ask you these questions in a different order. Ask for their feedback on your answers. What you could do better? Did any answers raise red flags?

1. What inspired you to apply for this position? What do you know about our organization? Why are you interested in our organization?

2. What are the top three skills that make you the best candidate for this position? What aspects of this position may be a challenge for you and how would you address them?

3. This position requires these three skills (select the top three skills from the job description) and tell us your experience in these areas:

Skill 1: _____

Skill 2: _____

Skill 3: _____

My experience (skill 1): _____

My experience (skill 2): _____

My experience (skill 3): _____



4. Describe a situation where you had a conflict with a boss or a co-worker and describe how you resolved the situation.

5. This position involves working well individually with minimal supervision and also in multi-disciplinary teams. Describe an experience where you succeeded in each of these situations.

6. This work will involve juggling multiple complex tasks with overlapping deadlines. Tell us about an experience where you were working under a similar situation and how you succeeded.

7. If I asked your former bosses about you, how would they describe you? If I asked former co-workers, how would they describe you?

8. How does this position fit in with your long-term career goals (5 years? 10 years?)?

9. Is there anything else you'd like to tell us about yourself? Or tell me about yourself. (Be prepared to answer open-ended questions with exactly the message you want to convey)

10. What questions do you have for us? (Be prepared to ask a few questions that show thoughtful consideration of the position/work but that do not set off any red flags and that engage the interviewer).

Ex: I'd be interested to hear more about your individual role with this organization, how you got started and what you see as the organization's greatest strengths and challenges over the next 5 years.

Question 1:

Question 2:

Question 3:

KEEP PRACTICING! LOOK AT SOME ADDITIONAL COMMONLY ASKED INTERVIEW QUESTIONS (BELOW) AND ANTICIPATE WHAT QUESTIONS YOU THINK THE EMPLOYER MIGHT ASK.

- [Quintessential Career: 150 Typical Job Interview Questions](#)