

Commonly Asked Interview Questions

Typically, a wide variety of questions are asked to gain information about a candidate's job skills. Use these questions as guides to help you develop answers that target specific job skill requirements

- Tell me about yourself.
- Why are you interested in this position?
- Why are you interested in this organization?
- Describe a time when you were faced with problems or stresses at work or in school that tested your coping skills. What did you do?
- Give an example of a time when you could not participate in a discussion or could not finish a task because you did not have enough information.
- Give an example of a time when you had to be relatively quick in coming to a decision.
- Tell me about a time when you had to use your spoken communication skills in order to get a point across that was important to you.
- Can you tell me about a job experience in which you had to speak up and tell other people what you thought or felt?
- Give me an example of when you felt you were able to build motivation in your coworkers or subordinates.
- Tell me about a specific occasion when you conformed to a policy even though you did not agree with it.
- Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.
- Give me an example of a time when you used your fact-finding skills to gain information needed to solve a problem; then tell me how you analyzed the information and came to a decision.
- Give me an example of an important goal you set and how you went about your progress in reaching that goal.
- Describe the most significant written document, report, or presentation that you've completed.
- Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.
- Give me an example of a time when you were able to communicate successfully with another person, even when that individual may not have personally liked you.
- Describe a situation in which you were able to read another person effectively and guide your actions by your understanding of his/her individual needs or values.
- What did you do in your last job in order to be effective with your organization and planning? Be specific.
- Describe the most creative work-related project you have completed.
- Describe a time when you felt it was necessary to modify or change your actions in order to respond to the needs of another person.
- Give me an example of a time when you had to analyze another person or a situation carefully in order to be effective in guiding your action or decision.
- What did you do in your last job to contribute toward a teamwork environment? Be specific.
- Give me an example of a problem you faced on the job, and tell how you solved it.
- Describe a situation in the past year in which you had to deal with a very upset customer or coworker.
- Describe a situation in which others within your organization depended on you.
- Describe your most recent group effort.
- Describe the worst customer or coworker you have ever had and tell me how you dealt with him or her.