

COMMON INTERVIEW QUESTIONS

Interviewing is an opportunity for you to articulate your passions, skills and ideas and connect them in a meaningful way to the position and the employer or organization. Practice your interview answers by reviewing the list of questions below and **use the STAR method** – Situation, Task, Action, Result – to formulate your examples to ensure that you are providing effective answers that are clear, concise and relevant to the interviewer. Consider journaling your answers to the questions below, then verbalize them (YES, talk out loud to yourself!), and then practice with a friend to gain confidence or schedule a mock interview with Career Development Staff.

OPENING QUESTIONS

- Tell me a little bit about yourself.
- How did you choose Berea College?
- How did you end up in your major/minor?

GENERAL QUESTIONS

- How would a professor/boss who knows you well describe you?
- Tell me about a time when you failed at something and turned it into a learning experience.
- What do you consider your major strengths and can you give me examples of how those strengths relate to your education and experience?
- What are some areas that you want to improve and how do you plan to overcome those challenges?
- How would you describe yourself?
- Do you consider yourself a self-starter? If so, explain why (and give examples)
- What things frustrate you the most? Give me an example of overcoming a frustrating experience.
- What kind of work environment do you feel most comfortable in? Working in a team or on your own?
- What types of people do you find most difficult to work with and why?
- Think of a person you had to deal with while working that was difficult or highly agitated. How did you deal with them and defuse the situation?
- Describe your approach to training someone new in a particular task or job. How often do you have to do this? Can you give me an example of when you trained someone effectively?
- Describe the things about your boss that you would change (if you could do so).
- Describe the things about your job that you would change (if you could do so).
- Give me an example when you had to take the initiative and walk me through how you did that.
- How much supervision have you typically received in your previous job?
- Walk me through a situation where you had to do research and analyze the results for one of your classes or jobs.
- How did your supervisor on your most recent job evaluate your job performance? What were some of the good points & bad points of that rating?

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Leadership

- What leadership positions have you held and describe your leadership style.
- What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past/current situation?

Creativity & Enthusiasm

- What are you passionate about?
- Tell me about a suggestion you made to improve the way job processes/operations worked. What was the result?

Time Management

- Tell me about a time when you had to learn something new in a very short amount of time. How did you proceed?

Cooperation & Commitment

- Tell me about a time when you went out of your way for someone else.

Empathy & Understanding

- Tell me about a time when you had to demonstrate a significant amount of patience.

Action & Ownership

- What have you changed about yourself as a result of receiving constructive criticism from a supervisor or mentor?
- Tell me about a time when you created an opportunity for yourself, where none had existed before.
- Tell me about a time when you were given broad goals to a design project and it was left up to you to make it happen.

Persuasion

- Describe a situation where you had to persuade others.

Stress Management

- In your previous job what kind of pressures did you encounter? What were some of the things about your last job that you found most difficult to do?

Motivation & Success

- What motivates you to put forth your greatest effort?
- What is your greatest success story? OR Define success for me.

Adaptability & Diversity

- Describe a recent situation where you had to make an abrupt change in your plans. How did you feel about having to make this change? How did it affect you?
- By providing examples, demonstrate that you can thrive working with a wide variety of people, situations, and/or environments.

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CLOSING QUESTIONS

Direction

- Where do you see yourself in 5 years? What do you feel you need to develop in terms of skill & knowledge in order to be ready for that opportunity?
- When you changed jobs in the past, how did you make the decision to leave? What factors influenced you? Looking back, would you have done anything different? Why or why not?
- Do you have plans for continued study? An advanced degree?
- Describe your ideal work situation after college.

Training Needs

- What are the most important things for you to know in the first few days of a new job?
- When was the last time you learned something from another co-worker? What did you learn?
- When was the last time you learned something by reading it? What did you learn?

A Good Match for the Company/Final Questions

- Why do you want this position?
- What do you know about our organization?
- What contributions would you make to our organization?
- Why should we hire you?