

Sample Interview Questions

General Questions

- Tell me about yourself.
- Why are you interested in this field?
- Why are you interested in this position?
- Why do you want to work for our company?
- What does our company do? What's our mission?
- How has your education prepared you for this position?
- What are your strengths and weaknesses?
- What are some of your challenges in the workplace and what have you been doing to improve them?
- What is a task that do you not like doing but people think you're really good at?
- What do you hope to learn from this position?
- Tell me about a time you felt most happy in your professional and/or academic career.

Behavioral Questions

- When something has gone wrong with a project/research, what was it? How did you handle it?
- Tell me about a recent situation in which you had to deal with conflict. How did you handle it?
- What role do you normally take on a team and why?
- When someone asks you a question that you don't know the answer to, how do you typically respond?
- Tell me about a time when you had to analyze information and make recommendations to solve a problem.
- Tell me about a leadership experience that you are proud of and why.
- Explain how you stay organized and include what tools/strategies you use.
- Tell me about a time when you had too many things to do and what you did about it.
- Provide an example of a situation in which you had to improvise/come up with a plan B in a timely manner.
- Tell me about a project you managed from start to finish with little to no supervision/guidance.
- Name an obstacle you have had to overcome and what steps you took.
- Tell me an example of when technology broke down when you needed it, and how you handled it.
- Describe how you've built a positive relationship with an authority figure (supervisor, faculty, administrator, etc.)

Closing Questions

- How do you handle stress and/or stressful situations in the workplace?
- Are you willing to relocate?
- What three adjectives would your peers/coworkers and supervisor use to describe you?
- Where do you see yourself in 3 years?
- What do you plan to do after graduation?
- We're interviewing several qualified candidates. Why should we hire you?
- What makes you unique in the workplace?
- Do you have any questions for me?

Sample Questions to Ask Interviewers

Position Related

- How would you be interacting with/working with someone in this position?
- What are some skills and characteristics people need to succeed in this position?
- What are the key challenges you expect the person in this position to face?
- What is the onboarding and training process like for this position?
- How will my individual performance be measured in this position?
- Who does this position report to?
- Who would I be working with and collaborating with the most?

Organization Related

- What are the key objectives for this department in the next 6-12 months and how would this position support these?
- How do you describe your management style? (For the supervisor/manager)
- How would you describe the culture of the department/organization?
- What are the key objectives for this company in the next 6-12 months?
- What are some of the key challenges for the organization?

Closing Questions

- What is the timeline for this search process?
- What are the next steps in the process?
- When should I expect to hear back from you?
- What initially attracted you to this company and how have your expectations been met since working here or what has made you stay at this company?

Illegal Questions

Federal and state laws prohibit employers from asking questions to uncover personal information unrelated to the position for which you're interviewing. Employers are not allowed to ask questions about your race, gender, religion, marital status, family status, disabilities, ethnic background, origin or birthplace, sexual orientation, or age. For more information, refer to the United States Equal Employment Opportunity Commission's <https://www.eeoc.gov/prohibited-employment-policiespractices>

If you are asked an illegal question, you can:

- Say something like, "I'm curious how this is related to the position. Can you elaborate or explain?"
- Redirect the question and then provide an answer
 - Example: If an employer asks if you have any disabilities, you could say, "If you're asking whether or not I can perform these tasks, I can."