

INTERVIEW QUESTIONS

Background

Tell me about yourself.

Why are you interested in this role?

What qualifies you for this position?

What do you do in your free time?

What is your biggest strength/weakness? ¹

What has been your biggest achievement?

What is your superpower?

What three words would a friend or coworker who knows you use to describe you?

Give a description of your background and work experience that highlights why this position fits your skill set and career path.

Behavioral

Describe a recent problem you encountered and how you resolved it.

Tell me about a time when you made a mistake and how you handled it at that moment. After time to reflect, how would you react?

How do you resolve conflict on a team?

How do you manage stress in your daily work?

Tell me about a time when you failed.

Give an example of a time you went above and beyond to accomplish a task.

Describe a time when you managed a significant project or program from planning to implementation. How did you prioritize and track work on the project? How did you leverage the talents of others in the work?

Share a time in which you had to adjust quickly to changes over which you had no control.

¹ This question is overused and likely will not be asked exactly in this way, but it is still good to practice.

What does excellent customer service mean to you? What do you do to ensure that your service is welcoming and effective?

Company & Culture

What led you to apply here?

What unique skills or mindset would you bring to this team?

What career activities have you been involved in that demonstrate your commitment to DEI?

What is the key principle or philosophy that drives your dedication to this work?

Work Conduct & Ethic

How do you evaluate success?

How do you work under pressure?

Where do you see yourself in 5 years?²

Describe your ideal work environment.

What do you look for in a supervisor/manager?

What suggestions have you offered that have improved your current/previous job duties or position?

What are some challenges and success you've had in a team environment?

Share an example of a time when you made a decision that weighted institutional rules against public service or community needs. What factors did you consider in this decision? What did you learn from this experience?

Academic/Other

What was your most rewarding experience in college?

Why did you choose the major you did?

Tell me about a time when you received constructive feedback on your work.

Is there anything I didn't ask that you were hoping I would?

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Possible 2nd Interview Questions

➔ 2nd interviews often revisit ideas or themes from the first interview and dig a little deeper. Often these interviews are less qualifications (all those are still relevant) and more about your behaviors and personality to see if you're a good fit for the team and company culture. Many of the above behavioral or cultural questions are good ones to revisit as well.

Tell me again about what interests you about this job and what skills and strengths you bring to it.

Do you have anything you want to revisit from the first interview?

Can you tell me a little more about your current/most recent job?

Looking back, what could you have done to make a challenging workplace relationship better?

What do you think your current/past company could do to be more successful?

If you were to get this job, what would you do in the first year to establish yourself?

Our team is working on {specific project/goal}. What are your ideas for contributions on it?

Which of our company's values resonate the most with you?

Questions to Consider Asking Employers

What do day to day duties look like for someone in this role?

How would you describe the culture in this department/organization?

What is the communications style of this department?

How do members of this team collaborate?

What is the biggest growth opportunity or challenge facing someone in this role?

What are the major accomplishments for this team in the last year?

What do you think are some of the most important qualities for someone to have to excel in this position?

What are the company's short- and long-term goals? How would I play a part in those goals?

What opportunities for growth or personal development are available in this organization?

What do you like best about working at this organization?

What is different about working here than anywhere else you've worked?

How will success be evaluated in this role?

What is the timeline for next steps?