

EMPLOYMENT INTERVIEW QUESTIONS

Prepare for your employment interview by reviewing the handout on *Effective Interviewing*. Practice your responses to these typical interview questions out loud to determine how they sound. Be prepared to discuss specific examples in your responses.

Personal Assessment

- Tell me about yourself.
- What are your strengths/weaknesses?
- Describe your most significant accomplishment.
- Tell me more about your responsibilities at the internship listed on your resume.
- How did you get the internship?
- What have you gained from your previous work experience/internships?
- How do you structure your time?
- How did you decide on your major?
- What courses did you like most/least? Why?
- Why did you choose USD?
- What would your previous employers/professors cite as your strengths?
- What kinds of tasks do you find difficult to perform?
- What do you read during your spare time?

Knowledge of the Organization & Position

- Why do you want to work for this organization?
- Why are you interested in this position?
- Why are you entering this profession?
- What do you know about our organization?
- What do you think about current trends in this field?
- Tell me about our products and/or services. What did you learn from our website?
- What would you look for in a candidate if you were hiring for this position?
- Why should we hire you?
- What do you know about our competitors?
- Where else are you interviewing?

Career Plans & Goals

- What are your short-term/long-term career goals?
- Where do you see yourself five years from now?
- What are you doing to prepare yourself for professional advancement?
- Who influenced you most in your career choices? How did this person influence you?
- Are you planning on furthering your education?

Communication Skills

- Describe your communication skills.
- What do you believe makes someone a good listener?
- How do you go about understanding the perspective of others?
- What approach do you take in communicating with people from other cultures?

Teams & Teambuilding

- Tell me about a project that required you to work with a team.
- What role do you typically play on a team?
- With what type of people do you work best? What type of people pose more of a challenge for you?
- How do you handle conflict?
- Describe your leadership experience.
- Describe a team leader you didn't like and why.
- What makes a good manager?

Behavioral Questions

These questions are based on the assumption that past performance is the most reliable indicator of future behavior. Use specific examples from your past to illustrate what you have done in the situations described. The interviewer is interested in the details of your actual performance, not generalizations of what you *would* do. (For more information, see the *Behavioral Interviews* handout.)

- Tell me about a recent mistake that you made. How did you handle it?
- Tell me about a time you had to respond to a customer complaint.
- What have you done that you would consider to be innovative?
- Tell me about a team project when one person did not participate equally. How did you handle the situation?
- Describe a situation when you had to communicate something unpleasant to a supervisor, professor or leader.

Scenarios

These types of statements present you with a situation and ask what could be done. Before you answer, make sure that you fully understand the scenario. Be clear in explaining your approach to analyzing information, solving problems, and making decisions.

- If you were to design a website, what would it look like and why?
- If you had the opportunity to run concession stands for the next Super Bowl, what would you do to maximize sales/profits?
- If a clash of personalities were to occur with a colleague, what steps would you take to make the working relationship run smoothly?
- You need to motivate team members without using money. How would you motivate them?