

INTERVIEWING QUESTIONS – MOCK INTERVIEW

Practice Makes Perfect.

GENERAL QUESTIONS

1. "Tell me about yourself"
2. "What are your strengths?"
3. "Tell me about a complex problem you had to solve and walk me through your thought process." Be prepared to:
 - a. Clearly define the problem & set the scene
 - b. Explain a complex problem in layman's terms
 - c. Recall a difficult situation
 - d. Give credit where credit is due; Is it all about "me" or is there a team involved in the resolution?
 - e. Articulate the final resolution and how it benefited the company/team/department

BE Prepared
 BE a Good Listener
 BE Inquisitive
 BE Specific & Cite Real Examples
 BE Energetic & Enthusiastic
 BE Yourself!

Mock Interviewing will help you:

- Develop interviewing strategies
- Reduce your anxiety and nervousness prior to a live interview
- Create a good first impression
- Communicate your skills clearly
- Prepare for difficult questions
- Assess non-verbal presentation skills

4. "What do you know about our company?"
5. "What did you do to prepare for this interview?"
6. "Describe a specific experience where you were charged with working in a group or team environment where there was an interpersonal conflict. Describe how you approached the conflict, what worked well, and what didn't. What was the outcome?"
7. "Describe a time when you had to change your communication style to deliver a message or get your point across."
8. "Why are you interested in our company/industry/this job?"
9. "What sets you apart from other _____?"
10. "Why are you looking to leave your current employer?"
11. "What were you hired for?" "What are you most proud of?"
12. "What are your long-term goals and what do you need to accomplish to meet them?"
13. "How will your boss and co-workers describe you when I talk with them?"

14. "What word best describes you as an employee?"
15. "Tell me about a time when you were operating under pressure."
16. "Give me an example of a time when your work was criticized. Who criticized it, how did they deliver the criticism and how did you react?"
17. "Tell me about the last time you disagreed with your boss."
18. "Give me an example of a time when you didn't get along with someone in your department/group."
19. "What kind of people do you prefer working with?"
20. "How do you measure your own performance?"
21. "What motivates you?"
22. "How was the work-life balance at your last job and what is your ideal situation?"
23. "Tell me about your most challenging situation related to learning new software."
24. "Give me an example of how you interacted with professionals outside of your department."
25. "Are you looking for a position that will get you through the next 6 months or something that will be a longer term position?"
26. "Why are you considering a role as an individual contributor when you've been working in much higher level position?"
27. "How do you see your skills transferring into our industry?"
28. "Seeing as you will be supporting the _____ department, describe the steps you would take to determine how we can increase our margins and decrease our costs."
29. "How would you describe your Excel and Access skills?"
30. "What attracted you to the _____ department?"
31. "What is the most frustrating aspect of _____?"
32. "What is the most fulfilling aspect of your job?"
33. "What type of work are you not good at or least enjoy?"

So tell me about yourself? How to Respond...

Be prepared to answer this question. Don't waste this golden opportunity to focus the interviewer on a few key aspects of your background by "winging" your answer.

- Focus on the last few years of your career
- Describe your accomplishments, your career progression, your unique projects and programs, your broad responsibility, your management and mentorship skills, the types of cultures you've worked for, and the growth or expansion you've experienced.
- Don't respond with a description of your late adolescent/early adult years, the school you attended, where you grew up or your first employer.
- Drive the conversation toward a discussion about your skills and accomplishments.
- Include comments that will demonstrate your understanding of their company, industry and culture.