

SAMPLE INTERVIEW QUESTIONS

This resources lists possible interview questions that you may encounter during your interview. For suggestions on how to respond to these types of questions, as well as descriptions of some of these question types and styles, see the [HOW TO RESPOND TO INTERVIEW QUESTIONS](#) resource.

Questions about your experience and competencies

GENERAL OPEN-ENDED QUESTIONS

- + Tell me about yourself.
- + What three words would your previous supervisor use to describe you?
- + What are your skills related to this position?
- + What do your coworkers say about you?
- + Name one of your main strengths and describe how you have used this strength effectively.
- + Describe which skills you would like to develop in this position.
- + How do you handle working under pressure?
- + What do you do when you're having trouble solving a problem?
- + How do you go about making important decisions?
- + How do you go about coordinating multiple projects or deadlines simultaneously?
- + In your opinion, what contributes to successful teamwork?
- + What role do you tend to play in a team?
- + How do you build and maintain effective working relationships with co-workers?
- + Why are you the best person for the job?

BEHAVIOURAL QUESTIONS

- + Have you ever encountered an irate customer? What did you do to resolve their problem?
- + Describe a time when you took initiative.
- + Describe a time when you had to persuade a person/group to do something they didn't want to do. What was the result?
- + Describe a time when you had to explain a complicated process to a group. How did you ensure they understood?
- + Describe a time when you ensured positive communication and effective collaboration between teammates on a project.
- + Describe a time when you worked on multiple projects concurrently. What strategies did you use to keep on track?
- + Give an example of what you do when priorities change quickly. Describe the actions you took, as well as the outcome.
- + Tell us about a time where you achieved a great deal within a short period.
- + Tell us about a time when you worked as part of a team to achieve a goal. What was your role? What made it successful?
- + Describe an event or experience where something you did made an impact on someone.
- + What is a suggestion you've made at work that was implemented?
- + Describe a time when you anticipated potential problems and developed preventive measures.
- + Tell me about a time when you had to make a decision without all the information you needed. How did you handle it? Why? Were you happy with the outcome?
- + Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- + Give a specific example of a policy you conformed to with which you did not agree. Why?

- + Give me a specific example of a time when you used good judgment and logic in solving a problem.
- + Tell me about a situation where you had to solve a difficult problem. What did you do? What was your thought process? What was the outcome? What do you wish you had done differently?
- + Describe a time when you had to work as part of a team with an unproductive team member. How did you resolve the situation? What would you do differently?

HYPOTHETICAL QUESTIONS

- + Imagine you're working to a tight deadline. Your co-worker in the cubicle next to you is being very chatty. You need to get your work done. How do you handle this?
- + Your boss is critical of a project you have completed. How would you handle the situation?
- + Your co-worker is consistently missing deadlines or asking for help at the last minute. What do you do about this?
- + How would you manage a situation where you have a number of looming deadlines and know you can't complete all the work within the time allotted?
- + What would you do if you had to make an important decision and your direct supervisor was not available?

QUESTIONS ASKING FOR NEGATIVE INFORMATION

- + What is one of your biggest challenges/weaknesses?
- + What is the most difficult thing about working with you?
- + Tell me about a time you had a conflict with a co-worker.
- + What kinds of personalities do you struggle to work with?
- + Describe a time when you became angry on the job.
- + Give me a reason why we should not hire you for this position.
- + Give me an example of a time where you were not a productive team member.
- + Tell me about a time when we were unable to meet a deadline.
- + Tell me about a time when you made a mistake and what you did about it.
- + Tell me about a time when you disagreed with your supervisor.

CREATIVE AND ANALYTICAL QUESTIONS

- + If you could be any object in this room, what would you be?
- + If you were an animal, what would you be and why?
- + Sense of humour is very important in our workplace. Tell us a joke.
- + If you were the Prime Minister of Canada, what issue would you tackle first?
- + Why are utility covers round?

Questions about your goals, interests and motivation

- + Where do you see yourself in five years?
- + Why did you apply for this position?
- + How would you describe your ideal work environment?
- + How does this position fit with your career goals?
- + What motivates you to do your best work?
- + What goals have you set for yourself as a student? How are you going about achieving them?
- + What challenges are you looking for in a position?
- + What are your favourite classes and why? What are your least favourite classes and why?

Questions about your knowledge of the organization

- + What do you know about our organization?
- + Why do you want to work here?
- + What did you do to prepare for this interview?
- + What is the name the President/CEO/Executive Director (person in charge of the organization)?