

## **iJOBS Workshop on Interview Preparation with Will Soliman 05/07/19**

### **General advice**

Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.

Prepare short descriptions of each situation; be ready to give details if asked.

Be sure each story has a beginning, middle, and an end, i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result.

Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).

Be honest. Don't embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.

Be specific. Don't generalize about several events; give a detailed accounting of one event.

Vary your examples; don't take them all from just one area of your life.

### **Basic questions**

Tell me about yourself.

How would your colleagues describe you?

What value do you think you can bring to this role?

How does this role fit in to your overall career goals?

Why do you want to work here?

What interests you about this role?

What motivates you?

What are you passionate about?

Why are you leaving your current job?

What is your biggest pet peeve?

What are your strengths and weaknesses?

What trends do you see happening in the industry in the next 5 years?

What do you look for in an effective manager?

### **Additional questions**

Tell me about a time you received constructive criticism?

What was the greatest failure or mistake of your life?

If you could relive your last 15 years, what changes would you make?

Give an example of an occasion when you used logic to solve a problem.

Give an example of a goal you reached and tell me how you achieved it.

Give an example of a goal you didn't meet and how you handled it.

Describe a stressful situation at work and how you handled it.

Tell me about how you worked effectively under pressure.

How do you handle a challenge?

Have you been in a situation where you didn't have enough work to do?

Have you ever made a mistake? How did you handle it?

Describe a decision you made that was unpopular and how you handled implementing it.

Did you ever make a risky decision? Why? How did you handle it?

Did you ever postpone making a decision? Why?

Have you ever dealt with company/school policy you weren't in agreement with?  
How?

Have you gone above and beyond the call of duty? If so, how?

When you worked on multiple projects how did you prioritize?

How did you handle meeting a tight deadline?

Give an example of how you set goals and achieve them.

Did you ever not meet your goals? Why?

What do you do when your schedule is interrupted? Give an example of how you handle it.

Have you had to convince a team to work on a project they weren't thrilled about?  
How did you do it?

Give an example of how you've worked on a team.

Have you handled a difficult situation with a co-worker? How?

What do you do if you disagree with a co-worker?

Share an example of how you were able to motivate employees or co-workers.

Do you listen? Give an example of when you did or when you didn't listen.

Have you handled a difficult situation with a supervisor? How?

Have you handled a difficult situation with another department? How?

Have you handled a difficult situation with a client or vendor? How?

What do you do if you disagree with your boss?