

## 100 Commonly Asked Interview Questions

### 3 Step Process to Answer ANY Question

1. Identify what's really being asked



2. Present solid facts that highlight your positive qualities.



3. Provide clear examples to support your claim

### Toughest Questions

- Tell me about yourself.
- What three words would you use to describe yourself?
- What three words would your friends use to describe you?
- What is your greatest weakness?
- Where do you see yourself in 5 years?
- Where else are you interviewing?
- Tell me about a conflict you had with a boss or co-worker.

### Other Common Questions

- What experience or individual has had the greatest influence on you?
- Tell me about a supervisor, professor or other individual that has made an impact on your life.
- Tell me about an event that has had a great impact on your life.
- What is the most useful criticism you received and who was it from?
- What would you change about yourself?
- Which decisions are easiest for you to make and which are the most difficult?
- What is the most important decision you've made in the past year? What were your other options? How did you go about overcoming it?
- Describe your work ethic.
- What are your long-term goals? What are your short-term goals?
- How do you set goals? Do you meet them?
- Tell me about a time when you showed initiative or that demonstrates your abilities as a self-starter.
- What is important to you in a job?
- Tell me about your "dream job."
- Do you prefer working with others or by yourself?
- What percent of your day would you like to spend doing "peoplework" vs. "paperwork?"
- What percent of your day would you like to spend working with people on the phone vs. in person?
- What percent of your day would you like to spend working with people vs. information vs. things?
- What qualities do you look for in a work environment?
- What qualities do you look for in a supervisor? What qualities do you look for in a co-worker?
- What kind of supervisor gets the best work performance from you?
- Your supervisor gives you specific instructions on how to complete a task/handle a situation. You disagree. What would happen?
- Your supervisor is taken ill the day before you start vacation. What could you do to help?
- Would you prefer a large or small company? Why?
- If you had a choice of jobs and companies, where would you go?
- How are you conducting your job search and how will you make your decision?
- Tell me about your career search. What type of positions are you interviewing for? How are you getting the interviews?
- We've all had to do things that we really did not want to do. What task have you been assigned that you really did not want to do? How long did you take before beginning work on it? How did you go about performing it? How long did it take you to finish it?
- How do you handle disappointment?
- How do you handle stress?