

# Job Interview Prep Questions

## Introductory Questions

- How did you learn about the organization and the position?
- What made you interested in working with the organization?

## Questions about Knowledge of the Organization/Position

- Describe what you know about the organization:
- Describe what you know about the position:

## Personal/Interpersonal Attributes Questions

- What personally do you hope to gain from working with the organization?
- What do you anticipate will be some of your strengths in the position?
- What aspects of the position will be the most challenging for you?
- What type of person do you work well with? / What type of person do you work least well with?
- Imagine working with the type of person you work least well with—what would you do to ensure a smooth working relationship with this person? / How would you handle a conflict with a co-worker?
- What would you do if you heard a veteran co-worker making a mistake with a client/customer?
- What do you see yourself doing five years from now?

## Experiential/Situational Questions

- Share an example of when you took initiative at a job or on a project:
- What experience do you have [insert X primary general job responsibility]? What lesson do you value most from this experience? What was most challenging about this experience?
- Share an example of how you [insert X job responsibility from the position description]:
- Give an example of a problem that you ran into with the work you do and a solution that you found...
- How would you help a client who is [insert X common client/customer situation for the position]?
- Share a time when you worked independently/share a time when you worked as part of a team:

## Supervisory Questions

- Describe a situation where you were in a supervising position and someone fell down on their responsibilities, and what you did to handle it:
- Describe your management style: