

List of Common Interview Questions

About Yourself

1. Tell me something about yourself.
2. Can you please introduce yourself?
3. Can you walk me through your resume and highlight your experience that is relevant to this position?
4. What are your strengths?
5. What are your weaknesses?
6. What are your accomplishments?
7. Have you ever made any mistakes? How did you do?

About Company

1. How do you know about us?
2. What do you know about us?
3. Why are you interested in this position?
4. Why do you want to work for us?
5. Why should we hire you?

Behavioural Questions

Teamwork

- Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?
- Tell me about a time when you were communicating with someone, and they did not understand you. What did you do?
- Give me an example of a time you faced a conflict while working on a team. How did you handle that?
- Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?
- Tell me about one of your favourite experiences working with a team and your contribution.
- Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?
- Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?
- We all make mistakes we wish we could take back. Tell me about a time you wish you'd handled a situation differently with a colleague.

- Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?
- Tell me about a time when you failed in a team project and how you overcame it.

Time Management

- Tell me about a time you had to be very strategic to meet all your top priorities.
- Tell me about a time when you had to juggle several projects at the same time. How did you organize your time? What was the result?
- Sometimes it's just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do?
- Tell me about a project that you planned. How did you organize and schedule the tasks?
- Give an example of a time when you delegated an important task successfully.
- Describe a project that you managed. How did you keep everything moving along in a timely manner?
- Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
- Give me an example of a time you managed numerous responsibilities. How did you handle that?

Communication

- How would you go about simplifying a complex issue to explain it to a client or colleague?
- Give me an example of a time when you were able to successfully persuade someone to see things your way at work.
- Tell me a successful presentation you gave and why you think it did well.
- Do you prefer written or verbal communication?
- Tell me about a time when you had to rely on written communication to get your ideas across to your team.
- Give me an example of when you had to explain something fairly complex to a frustrated client. How did you handle this delicate situation?
- Tell me about a time you had to relay bad news to a client or colleague.
- Tell me about a time there was a miscommunication at work. How did you handle it?
- Tell me about a time you had to adjust your communication style to adapt to a person from a different background or culture.
- Describe a time when you had to express your ideas in a meeting.
- How do you respond to constructive feedback? Please provide an example.

Motivation/Initiative

- Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
- Tell me about a time when you worked with minimal supervision. How did you handle that?
- Give me an example of a time you were able to be creative with your work. What was exciting or challenging about it?
- Tell me about a time you were dissatisfied with your work. What could have been done to make it better?
- Share an example of how you were able to motivate a coworker, your peers or your team.

Adaptability

- Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?
- Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
- Tell me about a time when you had to adjust to a colleague's working style to complete a project or achieve your objectives.
- Describe a situation in which you embraced a new system, process, technology, or idea at work that was a major departure from the old way of doing things.
- Recall a time when you were assigned a task outside of your job description. How did you handle the situation? What was the outcome?
- Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?
- Tell me about a time you failed. How did you deal with the situation?

Customer Service

- Describe a time when it was vital to make a good impression on a client. How did you go about doing so?
- Give me an example of a time when you did not meet a client's expectations. What happened, and how did you attempt to rectify the situation?
- Tell me about a time when you made sure a customer was pleased with your service.
- Describe a time when you had to interact with a difficult client. What was the situation, and how did you handle it?
- When you're working with a large number of customers, it's tricky to deliver excellent service to them all. How do you go about prioritizing your customers' needs?

Leadership

- Describe a situation where you needed to persuade someone to see things your way. What steps did you take? What were the results?
- Tell me about the toughest decision you had to make
- Have you ever had to “sell” an idea to your coworkers or group? How did you do it? What were the results?
- Tell me about a time when you handled a challenging situation.

Other Behavioural Questions

- Tell me about a time when you made a mistake. What did you do to correct it?
- Tell me about how you work under pressure.
- Give me an example of how you set goals.
- Tell me about a goal you failed to achieve.
- Tell me about a time you had to learn quickly.
- Tell me about a time when you had to say “no.”
- Tell me about a time you made a difficult decision.
- Tell me about a time you felt you went above and beyond.
- Can you give me an example of how you’ve contributed to the culture of previous teams, companies or groups?

Employment History/Employer

1. Why did you leave your last position? Why are you leaving your current position?
2. How would your supervisor/colleagues describe you?
3. How would you rate your last employer?
4. What kind of manager would you prefer to work with?

Career Goal

1. Do you think you are overqualified for this position?
2. Do you have any plans for the next five years?
3. Where do you see yourself in the next five years?
4. What’s your long-term career goal?

Personal Preferences

1. What’s your salary expectation?
2. Do you mind working overtime/relocating?

3. When can you start if we hire you?
4. How do you spend your spare time?

Do you have any references?

Do you have any questions for us?