Interview Questions Samples

Please keep in mind questions should be relevant to the job specifications. Also, please note, the questions are sorted by ‘soft’ headings for the purposes of organization.

Introductory

1. Please provide a review of your background and your career to date and tell us why you are interested in this position.
2. Tell me a little bit about yourself and why you are interested in this position.
3. What certifications, skills, and/or personal traits do you possess that would help you be successful in this role?
4. What experiences or qualifications do you possess that would allow you to be successful in the role?

Organization/Prioritization

1. 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?
2. Tell me about a project that you planned. How did you organize and schedule the tasks?
3. Describe a time when you felt stressed or overwhelmed. How did you handle it?
4. Give an example of a time when you delegated an important task successfully.
5. How do you determine what amount of time is reasonable for a task?
6. Please discuss your ability to manage multiple projects, set priorities, and meet deadlines within a fast paced environment.
7. Can you describe a time when you had multiple responsibilities with multiple stakeholders and competing agendas. How did handle the situation, what was the outcome and what did you learn?

Adaptability

1. 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?
2. 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.
3. Recall a time when you were assigned a task outside of your job description. How did you handle the situation? What was the outcome?
4. Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
5. Tell me about a time when you had to adjust to a colleague’s working style in order to complete a project or achieve your objectives.
6. Recall a time when your manager was unavailable when a problem arose. How did you handle the situation? With whom did you consult?
Leadership

1. Tell me about the last time something significant didn’t go according to plan at work. What was your role? What was the outcome?
2. Describe a situation where you needed to persuade someone to see things your way. What steps did you take? What were the results?
3. Give me an example of a time when you felt you led by example. What did you do and how did others react?
4. Have you ever had to “sell” an idea to your coworkers or group? How did you do it? What were the results?

Collaboration/Communication

1. 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?
2. Tell me about a time when you were communicating with someone and they did not understand you. What did you do?
3. Tell me about one of your favorite experiences working with a team and your contribution.
4. Describe the best partner or supervisor with whom you’ve worked. What part of their managing style appealed to you?
5. Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?
6. Describe a supervisor’s management style that created a positive work environment for you as well as a management style that you found difficult to work with.
7. Please discuss your personal work style and the types of environments you have worked in; what did you like or dislike about those environments?
8. What does your ideal team look like, and how would you contribute to your team's effectiveness and success?
9. How would you ensure you, and the people around you, are being effective team members?
10. Please provide an example of when you had to work with a colleague or customer who was difficult to work with. Please discuss in detail how you handled the situation including what strategies or approaches you employed to ensure a continuing professional work environment.

Management

1. Describe your role as a manager and your management style
2. Describe a strategic initiative that you facilitated, its challenges and outcome.
3. What is your philosophy on managing staff? How large of a team do you have now or have you had in the past and what are/were their roles? How to motivate and keep your team inspired?

Executive Level

1. How do you approach the development of relationships with faculty, CEO’s and senior executives?
2. What other committees/projects have you been involved in outside of your core responsibilities?
Additional Questions

1. Please rate your level of expertise (Basic, Intermediate, or Advanced) using Microsoft Office, specifically Word and Excel and discuss in detail the types of documents you have created in these programs?

2. To date, what professional achievement are you most proud of?

3. What career accomplishment are you most proud of and why?

4. What’s the most interesting thing about you that’s not on your resume?

The questions included in this document were sourced from previous SparkHire Videos as well as the LinkedIn article ‘30 Behavioral Interview Questions’ to Identify High-Potential Candidates: https://business.linkedin.com/content/dam/me/business/en-us/talent-solutions/resources/pdfs/linkedin-30-questions-to-identify-high-potential-candidates-ebook-8-7-17-uk-en.pdf