Leadership skills
1. Describe your leadership style.
2. In a particular leadership role you had, what was the greatest challenge?
3. Describe a leadership role of yours and tell why you committed your time to it.
4. What characteristics are most important in a good manager? Have you displayed any of these characteristics?
5. What is your best and worst leadership role?

Personal development
1. What goals have you set for yourself? How are you planning to achieve them?
2. What job-related skills have you developed?
3. What two or three accomplishments have given you the most satisfaction?
4. Where do you want to be in five years? Ten years?
5. Do you plan to return to school for further education?

Previous employment
1. Describe for me a typical day on your most recent job.
2. What did you enjoy most about your last employment? Least?
3. Have you ever quit a job? Why?
4. Tell me about your worst boss. How did you handle the relationship?
5. What were the best and worst aspects of your last job (or school)??

Problem solving/Decision making
1. Give an example of a problem you have solved and the process you used to solve it (preferably a work-related problem).
2. Tell me about a difficult decision you have made.
3. What types of situations put you under pressure and how do you deal with the pressure?
4. Are you able to work on several assignments at once?
5. Describe for me a situation when you were unable to complete a project on time.

Teamwork skills
1. What are your team-player qualities?
2. Tell me about a team project of which you are particularly proud of your contribution.
3. How do you motivate people?
4. What have you done in past situations to contribute toward a teamwork environment?
5. Describe for me a situation when you had to be tolerant of an opinion that was different from your own.

Unexpected Questions
During the interview, you may be asked some unusual questions simply to see how you react. The potential employer will evaluate your reaction time and the response you give. The best advice is to smile and “go with the flow.”
1. Tell me a joke.
2. During what time period would you have enjoyed living?
3. What animal would you like to be and why?

Questions You Could Ask a Potential Employer
The interview process is a two-way street whereby you and the interviewer assess each other to determine if there is an appropriate match.
1. What would be a typical day for someone in this position?
2. What are some reasons why you enjoy working for this company?
3. Based on what I read on the company’s website, ...?
4. What is the work environment (or company culture) like at this site?
5. What role does your company play in community involvement/service?

Types of interview questions
- Behavioral-based questions
- Situational questions
- Skills employers may assess

SKILLS EMPLOYERS MAY ASSESS
Knowledge that is relative to your field—both educational and work experience
Abilities used with people and systems
- Communication
- Leadership
- Teamwork
- Conflict resolution
- Organization

Personal characteristics
- Analytical
- Initiative
- Strong work ethic
- Dependable
- Problem-solver

If you do not understand a question, feel free to ask the interviewer if it can be restated.
If you cannot think of an answer to a question during the interview, it is fine to say, “I’m drawing a blank. May we come back to that later if we have time?”

May not be required to disclose information on these protected classes. See www.eeo.gov for more information.

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INTERVIEW QUESTIONS

Would you like to be well-prepared for the questions that may be asked during an interview? In this handout you will find the following:
- Skills employers may assess
- Types of interview questions
- Sample interview questions

Under the laws enforced by the U.S. Equal Employment Opportunity Commission, it is illegal to discriminate against someone because of that person’s race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. You are not required to disclose information on these protected classes.
When considering which components to include in your examples, you may find the PAR Method a helpful tool.

PAR METHOD: PROBLEM, ACTION, RESULT
- Problem: Explain the problem (situation, task, project or assignment)
- Action: Describe the action you took (to correct the problem, respond to the situation, or complete the task, project or assignment)
- Results: Summarize the results of your action (How did it end? What did you accomplish or learn?)

Organizing your thoughts in advance of an interview can help you deliver truthful and concise responses while also illustrating your skills and compatibility to the company. It is important to be honest when answering all questions during the interview.

Sample Interview Questions

Getting to know you
1. Tell me about yourself.
2. Who or what has had the greatest influence on your college experience, would you make the same decisions over?
3. Tell me about a time you were faced with a difficult or complex situation. How did you handle it?
4. What was your role?
5. What has been your greatest challenge (work/college/personal)?
6. Do you prefer to work under supervision or on your own?
7. What kind?
8. How do you spend your free time?
9. Define success and failure. What is your own?
10. Is there anything else I should know about you?

Company-related
1. What do you know about our company/organization? Why are you interested in our organization?
2. What about this position excites, interests, or worries you?
3. What two or three things are most important to you in a position? Describe your ideal job.
4. What are your goals for the next five years?
5. What characteristics do you think are important for this position?
6. Do you prefer large or small organizations? Why?
7. What kind of work do you do?
8. What kind of work would you like to do in the future?
9. What kind of work environment do you prefer?
10. What types of work environments have you been employed in before?

Communication skills
1. Have you ever spoken before a group of people? How large was the group?
2. Tell me about a time when you had to persuade another person to your point of view.
3. Describe a situation when you were able to effectively communicate a difficult or unpleasant idea to a superior or co-worker.
4. Tell me about a time when you had to present complex information. How did you ensure that the other person understood it?
5. Have you had to “sell” an idea to co-workers, classmates, or group? How did you do it? Did they “buy” it?

Analytical skills
1. Describe a project or situation which best demonstrates your analytical abilities. What was your role?
2. Developing and using a detailed procedure is often very important in a job. Tell about a time when you were able to develop a detailed procedure to successfully complete a project.
3. Tell me about a project or job where great precision to detail was required to complete a task. How did you handle that situation?
4. Tell me about a time when you had to analyze information and make a recommendation. What kind of thought process did you go through? What was your reasoning behind your decision?
5. How are you conducting your job search and how will you make your decision?

Analytical skills
1. What was your role?
2. Tell me about a time when you made an intentional effort to get to know someone from another culture.
3. What have you done to further your knowledge/understanding about diversity? How have you demonstrated your learning?
4. What is your definition of diversity and how do you feel about a company that retains a diverse workforce?
5. What do you see as the most challenging aspect of a diverse working environment?
6. What kinds of experiences have you had working with others from different backgrounds than your own?
7. Tell me about a time you had to alter your work style to meet a diversity need or challenge.
8. What are your strategies for addressing diversity needs?
9. What challenges have you faced in managing a diverse workforce?
10. How do you feel about a company that has a diverse workforce?

Diversity
1. Describe a project or situation which best demonstrates your adaptability. How did you handle that situation?
2. How do you solve conflicts (preferably work conflicts) and beyond what was required of you?
3. Tell me about a time when you had to develop and use a detailed procedure to successfully complete a project.
4. Describe for me a situation when you had to develop and use a detailed procedure to successfully complete a project.
5. Tell me about a situation when you had to develop and use a detailed procedure to successfully complete a project.
6. Describe for me a situation when you had to develop and use a detailed procedure to successfully complete a project.
7. Describe a project or situation which best demonstrates your adaptability. What was your role?
8. Describe a situation where you had a conflict with another individual and how you dealt with it.
9. Describe a situation where you had to work with someone who was difficult. How was this person difficult and how did you handle the situation?
10. Describe for me a situation when you had to deal with an irate person/customer.

Conflict resolution
1. How do you solve conflicts (preferably work conflicts)?
2. Describe a situation where you had a conflict with another individual and how you dealt with it.
3. Describe a situation where you had to work with someone who was difficult. How was the person difficult and how did you handle the situation?
4. With what type of people do you feel you do not get along?
5. Describe for me a situation when you had to deal with an irate person/customer.

In your answers, try to incorporate the job-related language learned from your classes and/or internship experience.