Mock Interview Questions

Leadership:
- Describe the traits and behaviors you would desire in a strong leader?
- Do all work teams need a leader? How do you go about choosing a leader among a team of peers?
- What do you define as the difference between management and leadership?
- Who is someone you consider a great leader and why.
- How would you accept failure as a leader and how would you approach those you lead.
- Can you give me an example of a time when you successfully motivated other people under challenging circumstances? What did you do?
- Describe a situation where you used persuasion to successfully convince someone to see things your way.
- Give me a specific example of something you did that helped build enthusiasm in others.

Commitment to Task:
- Tell me about the steps you take to monitor the quality of your work.
- All of us have failed in an effort. Tell me about a time when you failed to achieve the stated objective/goal in a work or educational situation.
- Tell me about a time when you completed a project with minimal direction.
- Walk me through the steps you followed on the most complex project you have worked on.
- Give me an example of an important goal you had to set and tell me about your progress in reaching that goal.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Problem Solving:
- Tell me about a time when you made a decision and it ended up being a disaster. What went wrong? What would you do differently?
- Give me an example of a time that was extremely stressful for you. What do you think caused the stress and how did you handle it?
- Why are manhole covers round?
- How do you decide when you have enough information to make a good decision? What are the factors that influence your decision?
- Give an example of a time when you had to be relatively quick in coming to a decision.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.

Communication Skills:
- Give me an example of how you carefully consider your audience prior to communicating with them. What factors influence your communication?
- How would you rate your ability to express your thoughts and ideas to other? What techniques do you use to make sure you are being clear?
- Have you had a situation in which clues in an individual's body language indicated for you that you should change your approach or tact? What new approach did you take?
- Tell us about the last presentation you conducted. Explain your criteria for ensuring the audience understood your message? How did you incorporate technology?
- Can you tell us about a time when you facilitated a discussion that got off track? How did you handle it?
- Tell me about a time when you noticed something someone didn’t say that was important and how you were able to draw them out.
• Tell me about a time when you had to use your presentation skills to influence someone’s opinion.
• Describe a time when you had to use your written communication skills to get an important point across.
• Tell of a time when your active listening skills really paid off for you—maybe a time when other people missed the key idea being expressed.

Education/Goals:
• What has been your role within each of the extracurricular activities that you participate?
• How do you think you will use/apply your degree in your new job?
• What accomplishments are you most proud?
• We have a very competitive candidate pool for our company. Sell me on why you should be selected.
• How or why did you choose your major?
• Is your GPA a good reflection of your performance in school?
• What type of position are you interested in?
• What types of campus activities have you participated in?

Team Work/Group Projects:
• Describe a time when you had an international audience or stakeholders from a different culture. What did you do to prepare for those interactions?
• Was there ever a time when you failed to recognize and adapt to cultural differences? What was the impact?
• Tell me of a time when you disagreed with a team member or manager. How did you resolve the disagreement?
• Tell me about a time when you realized in the middle of a project that things were not going as planned and what did you do?
• Tell me a situation where you knew your boss (or another team member) was wrong, you were right, and how you dealt with the situation.
• When a problem is apparent and others have strong opinions about how to solve it describe how you have gotten them to open themselves up to other options for solution.
• How would you describe yourself in terms of your ability to work as a member of a team?
• Tell of a time when you worked with a colleague who was not completing his/her share of the work. Who, if anyone, did you tell or talk to about it?
• Have you had difficulty getting along with a co-worker? Describe how you’ve handled a situation with that person?
• Tell me about a situation in the past year in which you had to deal with a very upset customer or co-worker. How did you handle the situation?
• Have you ever had difficulty with a supervisor or instructor? How did you resolve the conflict?

Strengths and Weaknesses:
• Tell me about a time when you showed poor judgment. How did you resolve this situation?
• What are your weaknesses? How do you overcome them?
• Tell me a story of a time you disappointed a manager or team member. What lesson did you learn from the experience?
• What is the greatest misperception about you? What do you do to compensate for that misperception?
• Give an example of how you have been able to motivate yourself to action when you just don’t feel like doing a particular task? How do you enlist others to engage in the same circumstances?

- Conflict
Sample Interview Questions

**Personal History and Goals**
How would you describe yourself, your background, and your future goals in three minutes or less?
What past experiences have made you want to be a ______________?
What skills are essential to be a successful professional? Why are these skills necessary?
What are your plans if you are not accepted into this program/hired?
What do you think your biggest challenge in this field will be? Why?

**Knowledge of the Field**
What is going on in the media concerning this field?
What is a key piece of legislation affecting this industry today?
Describe a new method, procedure, or technology in this field.

**Personal Character and Skills**
How would you describe integrity?
What ethical dilemmas may you encounter as a ______________? How would you handle them?
How do you show others that you are genuinely listening to them?
Do people trust you? Why?
Who is your primary role model? What traits do they have that you would like to emulate?
Why have you been successful this far into your academic career?
How do you make decisions?
How do you define success?

**Sample Behavior Based Interview Questions**
Tell me about a time when you... (Describe a time when you....)

handled a situation where you had to work with a difficult co-worker or customer

demonstrated your personal priorities
worked independently on a project
successfully adapted to a culturally different environment
wanted to give up
reached a goal and how you achieved it
had to analyze information and make a recommendation. What was the reasoning behind you thought process?
made a split second decision
faced with a very stressful situation. How did you deal with it?
had to follow the guidance of a supervisor
adjusted to a teammate’s working style or personality to achieve an objective
used empathy to help another person cope with a difficult experience
didn’t know the right answer to a question
reached a positive compromise
changed your course of action mid-project
had to trust your own judgment
completed a tedious task
delegated responsibility to others
made a significant contribution to a team while utilizing your strengths
adapted completion of a project to better fit your personal strengths
had your values challenged
demonstrated too much initiative
broke down a large goal into manageable tasks
took an action that put the needs of the team over your personal desires
modified the message you were sharing based on your audience
conformed to a policy with which you didn’t agree
went above and beyond what was expected of you
used tact in addressing an issue
needed to be assertive to get your point across
put aside personal feelings to handle the task at hand
delivered bad news
passed up one activity to complete another
failed to complete all of your commitments on time
asked for advice on an important project
anticipated potential problems and developed preventative measures
made a decision that affected someone else more greatly than it affected you
set an achieved an aggressive goal
made a mistake at work and how you handled the situation

**Tough Interview Questions**

What can you do for us that someone else can’t?
Why should we hire you?
What can you offer our organization? Be specific.
What are your strengths and weaknesses?
What are the top three things you look for in a job?
How do you define success?
How successful do you think you’ve been so far?
What do you know about our organization?
Why do you want to work for us?
What do you find to be most attractive about this position? Least attractive?

**Thinking on your feet Questions**

If you could have dinner with three people from any time period, who would you invite?
What color best describes you?
What kind of animal would you like to be?