# Interview Questions

## You cannot predict the exact questions that an interviewer will ask, but you can be well-prepared by thinking about how you would answer the following questions:

1. **Tell me about yourself. What are your long-term and short-term goals?** *Keep your answer in the professional realm only. Review your past positions, education and other strengths.*
2. **What do you know about our organization/company?** *Your research is designed to help you prepare for this question. Show genuine interest in the organization/company and show that you’ve done your research.*
3. **Why are you interested in this position?** *Relate how you feel your qualifications really match the requirements of the job. Additionally, be sure to express your desire to work for the organization/company.*
4. **What do you consider to be your greatest strengths and weaknesses?** *Remember that every weakness is an opportunity to build a strength. For example, you could talk about how your past weakness when it came to deadlines helped you to improve your time management skills and get things done on time.*
5. **Interacting with others can be challenging at times. Tell me about the greatest difficulty you faced when trying to get along with peers, team members, or others at school or work. How did you handle the situation?** *The interviewer wants to know about your conflict resolution skills. Demonstrate your ability to find common ground with other people but avoid speaking of them in a negative manner.*
6. **What was the most difficult course you took in school?** What steps did you take to get all your work done? *This question is about time/work management. Show how you adapted to complete tasks in a timely manner.*
7. **Tell me about a time when you were able to help team members solve a problem. What was your role? What did you do?** *Tell the interviewer about how you applied your strengths to a team project—and remember, not every role needs to be a leadership role.*
8. **Tell me about the most difficult or demanding customer (or teacher) you have faced. Describe a specific interaction you had with this individual.** *This is another question about your conflict resolution skills. As before, tell the interviewer how you helped resolve the issue without speaking negatively about others.*
9. **Give me an example of a good decision you made recently. What alternatives did you consider? Why was it a good decision?** *The interviewer wants to know what your decision-making process looks like. Demonstrate that you put thought into your decision as opposed to making a snap judgment, then evaluate the results of that choice.*
10. **Have you ever worked on a group project for a class or work? How did you make sure that the other group members were doing their share of the project?** *This question asks about your ability to ensure success within a group. Tell the interviewer about what steps you took to keep the project moving without putting yourself in a position that comes across as overly bossy.*
11. **Deadlines can’t always be met. Tell me about a time when you missed a deadline on a project. What were the causes? What could have been done differently?** *The interviewer wants you to own up to your mistakes. Instead of blaming others or external factors, acknowledge what went wrong and tell about the steps you have taken to make sure you are on time for future deadlines.*
12. **Tell me about a detailed class or work project that you worked on. How did you keep track of the details? How did the project turn out?** *The interviewer wants to know how you stay organized. This could be a notebook, an online document, sticky notes, or whatever works best for you.*
13. **Tell me how you balance your schoolwork with extracurricular activities.** *This is a question about time management. Tell the interviewer about the tools you use to balance your activities—this could be a calendar, reminders on your phone, or whatever works best for you.*
14. **Can you describe a situation in which you had difficulty getting along with someone at school? How did you handle it?** *Like the other questions about conflict resolution, tell the interviewer how you cleared the air but avoid speaking with a negative attitude towards others.*