Tell me about yourself.

What are your greatest strengths and weaknesses?

How do you know when you have achieved success?

How do you measure your level of success/achievement?

What do you know about our company? Why is it of interest to you?

**Organization Skills:**

*Ability to plan tasks:*

- Tell me about a big project you had to plan for school or work.
  - What steps were involved?
  - What was the outcome?

*Ability to set priorities:*

- Describe a situation when you had several things to do in a limited time.
  - What led up to the situation?
  - How did you handle it?
  - What was the outcome?
- What kinds of situations have you been in that required project planning?
- Tell me about a time when you didn't achieve your objective.

*Ability to delegate:*

- Tell me about a time you were in charge but needed others to help.
  - What were the circumstances?
  - How did you assign work?
  - What happened?
- Tell me about a time when you have felt pulled in all directions and how you handled it.

**Interpersonal Skills:**

*Client relations:*

- Tell me about a time you've had to deal with the public. Who was involved? What did you do? How did they respond?
- Do you enjoy working with a variety of people?
• How do you establish working relationships with new people?

_Being a team player:_
• Give an example of how you have effectively worked in a team situation.
• Give an example of how you have effectively worked on your own.
• Describe your work habits in a team situation.
• Give an example of a time when you were not a productive team member.
• What do you expect of others in a team environment?
• What type of people do you see yourself working with?
• Tell me about a time you helped resolve a group problem. What caused the problem? What did you do and how was it resolved?
• What are your behaviors that inspire or motivate others?
• What motivated you?

_Ability to deal with people at all levels:_
• Tell me about a time you had to work closely with someone above or below you. Who was the person? What did you have to do? What was the outcome?

_Technical Skills:_
_Problem Solving:_
• Describe a complex problem you have solved/ haven't solved. What steps did you take to tackle it? What were the results?
• Tell me about a time you used creativity to solve a problem.

_Ability to apply knowledge:_
• Tell me about a situation in which you had to apply newly acquired knowledge. What was the situation? What were the results?
• Are you able to function in a fast-paced working environment?
• Is multi-tasking something you struggle with, or embrace?

_Knowing Limitations:_
• Tell me about a time when you had to turn to someone else for assistance.
  • What was the situation?
  • Whom did you ask for help?
  • What was the outcome?

_Growing With the Job:_
_Taking initiative:_
• Tell me when you had to take charge and get a job done or resolve a problem. What did you do? What happened?

_Ability to learn on the job:_
• Tell me when you had to learn something new in a short time. What was the situation? What was the result?
• Are you a fast learner?
• Do you tend to set goals for yourself?
• Describe some important goals you have achieved.

_Communication Skills:_
_Ability to communicate:_
• Tell me about a time someone misunderstood something you said or wrote. How did you make yourself clear? What was the outcome?
• Describe your leadership style.
• How would your co-workers/classmates describe you?
• Are you comfortable speaking in large-group situations?

**Ability to listen:**
• Tell about a time you misunderstood a teacher or superior. What did you misunderstand? How did you resolve the misunderstanding?

**Commitment:**
• Tell me about finishing a job even though everyone else had given up. How did you manage to finish? What was the result?

**Service commitment:**
• Tell me about work you’ve done in the community or in a school organization. What did you do? What was the outcome?

**Expectations:**
• What do you expect of a company?
• What do you want to achieve in your first year on the job?
• Where do you see yourself five years from now, and how does this job fit in?

**Conclusion:**
• Describe yourself in one word. Why *that* word?
• How would you want me to remember you?
• Why do you want to work for us? What can you offer us that other students in your field can't?
• Do you have any questions for me?