

Interview Preparation:

Sample questions & how to answer them

Considering the types of questions that you may be asked in an interview is a vital aspect of interview preparation. The following list is not comprehensive. However, it will provide you with some common interview questions and strategies of how to answer them. See the back of this page for more questions.

DON'T FORGET: Prepare at least **three questions** to ask your interviewers at the conclusion of your interview. This helps to encourage conversation and demonstrate your interest in the company/organization and the position. Examples of these types of questions can be found on the back of this page.

INTERVIEWER QUESTION	STRATEGIES FOR ANSWERING
<i>Tell me a little about yourself.</i>	This question can be difficult because the potential answer is very broad. However, respond with your strongest attributes that are pertinent for the position, including your education, professional experiences, and skills.
<i>What are your long-term career objectives?</i>	This is a great question to indicate to an interviewer of your ambition. Whether it be a trajectory in helping their business grow or a trajectory that allows you to continue to learn in your career field, be transparent and demonstrate to the interviewer your motivation moving forward.
<i>What are your strengths and weaknesses?</i>	Give specific examples that demonstrate your strengths. In regards to weaknesses, you should be honest, but strive to end the discussion with how you are continuously working to improve them.
<i>Why should I hire you?</i>	This is another opportunity to sell yourself. It is a method of assessing your confidence while showcasing your top strengths and skills that relate to the position. Because you are unaware of the other applicants, try to stay away from any statements that would compare yourself to anybody else. Instead, describe how your skills will make you an ideal candidate for the job.
<i>What do you know about our company/organization?</i>	Potential employers like to see that you did research on their organization. Look into the mission and function of the business and demonstrate this knowledge to answer the question.
<i>Give an example of a time where you... were a leader. were a part of a team. had to practice time management. had a conflict with a coworker.</i>	Try to pick an example that is pertinent to the position. In addition, if there was a struggle that occurred, make sure to indicate how you overcame that struggle.
<i>Which is more important: creativity or efficiency – Why?</i>	This question is the way the interviewer can learn about you. They are not looking for the “right” answer, but rather looking at how you will perform as an employee if you are hired. Remember that each of these attributes are most important in different types of situations. Discuss how each of these traits would be important to the position that you are applying for and how both have already contributed to your career thus far. Consider using pertinent experience in answering this question.
<i>How has your College of Idaho experience prepared you for your career?</i>	The PEAK curriculum is unique to the College of Idaho. You are in a small subset of college graduates that don't only have one major, but in most cases multiple minors as well. It is not only your coursework that makes you a valuable candidate, but the skills that you have picked up along the way as well. Use your unique coursework and experience to demonstrate why you are an ideal fit for the position.
<i>How do you handle stress?</i>	Give an example of how you previously have handled stress in the workplace. This will not only demonstrate honesty, but show that you can handle stress well.

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Potential interview questions to prepare for

BREAKING THE ICE

- How would your best friend describe you?
- What do you want me to know about you that isn't on your resume?
- What attracted you to this position?
- Walk me through your resume.
- If you were a breakfast cereal, what cereal would you be and why?

EDUCATION

- Why did you choose to attend the College of Idaho?
- How did you select your major(s) and minor(s)?
- Tell me about your extracurricular activities while in school. What do you feel that you gained from these experiences?
- Describe a situation in which you had to take a risk.

YOUR WORK ENVIRONMENT

- How do you motivate others?
- What kinds of responsibilities and tasks motivate you the most?
- In what kind of work environment do you best perform?
- Tell me about your communication style.
- Tell me about a time where you had a conflict with a coworker.

BEHAVIORAL

- Describe a time where you had to balance multiple tasks/priorities at once.
- What would you do if somebody asked you to do something unethical?
- Tell me about a task that you set in the past. What steps did you take to reach that goal?
- Tell me about a time that you had a personality disagreement or conflict with a supervisor. What steps did you take to resolve it?
- Give me an example of when you failed at something and what you learned from that experience.
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- Describe a situation in which you had to take a risk.

QUESTIONS TO ASK THE INTERVIEWER

- What qualities would a successful person in this position possess?
- What is the next step in the hiring process?
- What do you see as the biggest challenges for this position?
- Describe the company culture.
- Where do you see the department in six months? In one year?
- What is the typical career path for somebody in this role?
- Can you offer specific details about the day-

