

Common Interview Questions

Who are you?

- Tell me about yourself.
- What were your most/least favorite classes and why?
- What can you bring to this position?
- What are your strengths and weaknesses?
- How has your college experience prepared you for your career?
- Describe your ideal work environment.
- What motivates you?
- What's one of the hardest decisions you've ever had to make?
- How do you organize your time?
- Tell me about a time when you had to be very creative.
- How have you engaged with diversity, equity, inclusion, or social justice as an Otterbein student?

What is your interest in the position/knowledge about the field and organization (i.e. have you done your homework)?

- What would you look forward to most in this job?
- In your view, what are the major problems/opportunities facing the _____ industry?
- What does diversity mean to you, and how does it apply in this industry?
- What interests you about our company/products?
- What do you know about our competitors?
- Why do you want to work for us?

How do you work with others?

- Tell me about an especially difficult co-worker you once had. *Note: Remember to be diplomatic
- Tell me about a time when you worked in a team and one member wasn't doing their share.
- Tell me about a time when your decision was contrary to the group's decision.
- Tell me about a time when you worked with or helped somebody from a different culture/background than your own.

How do you manage ambiguity/challenges/or failures?

- Share an example of how you adapt to new situations.
- Tell me about a time when you performed under pressure.
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- Can you provide a recent example of when you were under stress and how you coped?
- Tell me about a time when you had a project to complete with very little background materials.

How have you achieved in the past and what can you contribute in the future?

- Tell me about a time when you exceeded your supervisor's expectations.
- What do you see yourself doing in five years?
- What are two or three accomplishments that have given you the most satisfaction --why?
- In what ways do you think you can make a contribution to our company?

Questions You Should Ask

The HR Manager:

- Are the employees encouraged and given the opportunity to express their ideas and concerns?
- What do employees seem to like best and least about the company?
- What is the rate of employee turnover?
- What type of orientation or training do new employees receive and how long does it take?
- How often are performance reviews given and what does the process entail?
- Who determines raises and promotions?
- What are the long-range possibilities for employees in similar positions who consistently perform above expectations?
- What employee benefits does the company offer?

Your prospective supervisor:

- Can you describe your supervisory style?
- How does this position fit into the company's organization plan?
- What would be my primary responsibilities?
- What would I be expected to accomplish in the first six months on the job? In the first year?
- What are some of the department's ongoing and anticipated special projects?

A prospective co-worker:

- What do you like best/least about working for this department (and/or company)?
- Can you describe a typical day in the department?
- Do you feel free to express your ideas and concerns?
- What are the possibilities for professional growth and promotions?
- How much interaction do you have with supervisors, colleagues, and customers?
- Do you have much opportunity to work independently?
- How long have you been with the company?
- What is it about the company that keeps you here?

Practice Interviews

Schedule a practice interview with a staff member in the Center for Career & Professional Development to receive feedback and advice on your interviewing skills. We also coordinate Employer Practice Interview Days which allow students to sharpen their interviewing skills by conducting practice interviews with local employers and human resources professionals.