

Interview Question Bank

Question Category	Questions
Adaptability	<p>What do you do when priorities change quickly? Provide an example.</p> <p>How have you adjusted your style when it was not meeting given objectives and/or people were not responsive?</p> <p>What do you do when you are faced with an obstacle to an important project?</p>
Analytic Thinking	<p>Give me an example of a time when you used good judgment and logic in solving a problem.</p> <p>Describe a project or situation which best demonstrates your analytical abilities. What was your role?</p>
Communication	<p>Describe a situation in which you were able to effectively “read” another person and guide your actions by your understanding of their individual needs or values.</p> <p>Describe a situation where you were not able to communicate well. How did you correct the situation?</p> <p>What kinds of communication situations cause you difficulty. Provide an example.</p> <p>Tell me about a time you had to speak (be assertive) to get a point across that was important to you.</p>
Customer Relations	<p>How do you establish a good rapport with a client? What have you done to gain their confidence?</p> <p>How do you define quality customer service?</p> <p>Tell me about a situation in which a customer/client was dissatisfied with your work.</p>
Decision Making	<p>Provide an example of a time when there was a decision to be made and procedures were not in place.</p> <p>Tell me about a time when you had to defend a decision you made.</p> <p>What is one of the most difficult decisions you’ve had to make on the job?</p> <p>Tell me about a time you had to make a quick key decision.</p>
Diversity and Inclusion	<p>Provide a specific example of how you have helped to create a work environment where differences are valued, encouraged, and supported.</p> <p>Describe a challenge you’ve had working on a diverse team. How did you respond?</p> <p>How do you value different perspectives?</p> <p>What measures do you take to ensure someone feels comfortable in an uncomfortable or hostile situation?</p>
Interpersonal Skills	<p>Tell me about the most difficult or frustrating individual that you’ve ever worked with and how you managed to work with them.</p> <p>What attributes do you find essential to building and maintaining successful work relationships?</p> <p>How would you define “active listening”? How effective are you at it?</p> <p>Tell me about a time when you were not able to build a successful relationship with someone. If you could go back and improve that relationship what would you do?</p>
Managing/Leading Others	<p>Tell me about a significant project you’ve managed and the steps you took to ensure it was completed efficiently and correctly.</p> <p>How would you describe leadership?</p> <p>What does leadership mean to you?</p> <p>As a leader, sometimes you need to make unpopular decisions. How do you ensure that your decision does not negatively impact the morale of your team, and if it does how do you improve it?</p> <p>How do you best monitor your work performance and the work performance of your team?</p> <p>How do you delegate responsibilities and ensure accountability on your team?</p> <p>In your experience, what is the key to developing a good team?</p> <p>Share an example of how you’ve helped coach or mentor an employee. What improvements or impact do you think you have made on that employee?</p> <p>How do you manage cross-functional teams?</p>

Organization and Planning	Provide an example of a project that best showcases your organizational skills. How have you effectively planned a project?
Personal Development	Give me an example of a goal that you did not meet. How did you handle it? Tell me about a time you were under significant pressure and how you handled it? What is one area you could improve professionally? What are your professional strengths? Give me a specific example where you have used these in the workplace. What was the most beneficial feedback you've received?
Problem Solving	Give a specific example of a time when you used good judgment and logic to solve a problem. Share a time when you were able to develop a different problem-solving approach. Tell me about a time you identified a potential problem and resolved it before it became serious.
Resiliency and Working Under Pressure	When presented with two equally important projects with short completion times, how do you prioritize? Provide a recent example where you experienced a significant setback at work. How did you react? How did your work life change during the pandemic? How did you modify your schedule and team dynamic? How do you handle stressful situations?
Self	Tell me how you think a normal day in this job will look for you? What do you value most in the workplace? What motivates you to do your work?
Teamwork	Describe a situation where you had to compromise. What was your role and the result? Describe a team experience that did not have the outcome you wanted. How did you cope with it?