

INTERVIEW QUESTIONS

S.T.A.R. METHOD

Use the S.T.A.R. Method when answering interview questions:

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| SITUATION | | Think of a situation in which you were involved that had a positive outcome |
| TASK | | Describe the tasks involved in the situation |
| ACTION | | Specify what actions you took to complete the tasks and achieve your results |
| RESULT | | What results followed due to your actions? What was the positive impact? |

Interviewers ask S.T.A.R. questions because they want to know whether you have had the experiences that prove you can handle the position and they want to understand how you think.

SAMPLE INTERVIEW QUESTIONS

Interview questions will vary; these are a few examples of commonly asked questions. Practice answering these questions to help you prepare for the interview.

- **Tell me about yourself.**

Be succinct and to the point. Keep your answer work specific and do not overshare. Tell the hiring manager about where you are now professionally, what you have learned from your past work experiences, and what excites you about this specific opportunity.

- **Why should we hire you?**

Be specific and leverage your company research and the job description to speak on why you are uniquely qualified for this position.

- **What is your greatest accomplishment?**

Speak of an accomplishment that supports that you have the qualities and skills that the company values.

- **What is your greatest strength?**

Highlight a strength that is relevant to the position; be confident but not boastful.

- **What is your greatest weakness?**

Be honest but avoid key competencies for the position and clichés (such as “I’m a perfectionist”). Highlight the steps you have taken to improve your weakness to show that you are self-aware and can improve yourself.

- **Why do you want to work for us?**

The hiring manager wants to understand your motivations... are you simply looking for a job or do you want to become an integral part of the company and grow with it? Highlight specifics that you like about the company and how your strengths align with the position and company culture.

- **Describe the position and why you believe that you are a good fit.**

Give a brief overview of the position, based on the job description that you reviewed prior to the interview and any other position research you did, noting key responsibilities and how your qualifications align with the requirements of the position.

- **What about the position interests you?**

Highlight key responsibilities of your position that align with your qualifications, experience, and how the position aligns with your career goals. For example, if the position a leadership role, speak about why you enjoy this challenge and how your skills qualify you.

- **Why did you leave your last job?**

If you voluntarily left, explain why and reference a specific characteristic that the company that you are interviewing for has that you are attracted to. If you were let go, be honest and explain what you learned from the experience and what measures you have taken to address the reason(s) that you were let go. Only note “downsizing” or “budget cuts” if it is true. Keep the tone positive and professional.

- **Describe a difficult work situation and what you did to overcome it.**

*Share a success story that exhibits the qualities and skills that align with the company and position. Be specific and use the **S.T.A.R. Method** (above). Be mindful to keep it professional and avoid speaking negatively about anyone involved in your success story.*

- **Where do you see yourself in five years?**

Equally communicate that you are ambitious but also committed to the position that you are interviewing for. Outline a realistic growth strategy and emphasize your interest in a long-term career with the company.

- **Do you have any questions for me (the interviewer)?**

This may be the most important question. The interviewer wants to know that you are truly interested in this position, in the company, and that you have prepared for the interview. Prepare 4-5 questions before your interview that reflect your knowledge of and interest in the position and company that you are interviewing for. Here are a few examples:

QUESTIONS TO ASK THE INTERVIEWER

- *Why is this position available?*
- *What does a typical day in this position look like?*
- *What training programs are available in this position?*
- *What obstacles must be overcome for the person in this position to succeed?*
- *What are your expectations and goals for this position in the first 90 days? In the next year? Long term?*
- *What does the career path for this position look like?*
- *How will my performance be evaluated?*
- *What growth do you anticipate for the organization in the next year?*
- *What projects are you most excited about?*
- *What are the biggest mistakes that you have seen employees make here?*
- *What is the best thing the person in this position could do to shine?*
- *What can you tell me about the team that I would be working with in this position?*
- *How would you describe the work environment here?*
- *What are some reasons why you enjoy working here?*
- *What are the next steps in the interview process?*
- *Is there any additional information that I can provide that would be helpful?*

QUESTIONS TO AVOID ASKING

- *What is the salary for this position?*
- *When would I be able to take time off for vacation?*
- *What type of health insurance does this company offer?*
- *Do you have any freelance positions available?*
- *What is your telecommuting policy?*
- *Do you know anything about this other role that your company is hiring for?*