

Name: _____

Commonly Asked Interview Questions

These are questions compiled from our business volunteers. Many took these questions straight from their HR Department's hiring question list!

Directions: Answer each question thoroughly by providing evidence. Try telling a story in each of your answers that helps illustrate your point. Use a separate sheet of paper to write out (or type out) each question and answer. Answers should be at least 4-6 sentences of well thought-out response.

1. Tell us about yourself.
2. Why do you want to work for this company and what skills will you bring to the job?
3. Give an example of a goal you had to set and tell me about your progress in reaching that goal.
4. What are your strengths as a person?
5. What is one of your greatest weaknesses and how are you trying to overcome it?
6. Tell about a time when you had to use your spoken/ verbal communication skills in order to get a point across that was important to you.
7. How do you keep yourself energized and positive?
8. Have you ever had a conflict with a boss, coworker, professor, or teacher? How was it resolved?
9. Give an example of a time when you had to contribute toward a team environment. Be specific.
10. Describe one of your biggest accomplishments.
11. Explain a time you failed in a situation; what did you learn from it?
12. Describe a problem situation and how you solved it.
13. Describe your experience with computers and software.