

Pre-recorded Interview Questions

Personality Questions

- Tell us about yourself
- What do you do when you're not working?
- Why did you choose your major? Do you think you made the right decision?
- What are three key strengths that you possess?
- What is your greatest weakness?
- Tell us about a time when you made a connection with a person from a different background
- Tell us about something that you are passionate about (could be a stock, a book, TV show, etc.)
- What current events are you following at the moment? Why are they interesting?
- How do you manage your stress?
- Tell us about a time you showed persistence
- Tell us about a time you dealt with rejection

Professional Experience Questions

- Describe a situation where you were part of a failed project
- Tell us about your experience managing a project from start to finish and the outcome
- Talk about a time you managed a global project
- Tell us about a time that you had to make a quick decision without full information
- How did you handle a drastic change in role to achieve a goal?



- Do you have an expertise or unique experience that can benefit our team?
- What is the most important leadership experience you have? And why?
- What relevant skills have you gained from your past work or internship that are easily transferable and directly beneficial to the new role you're applying for?
- What were your top responsibilities at your current/previous position?
- How will you use your background and skills to succeed in this role?
- What would you miss most/least about your current job?
- Tell us about a time you were most creative
- What do you enjoy about working in your job? What do you dislike or find challenging?
- Tell us about a mistake you've made on the job and what you learned from it
- In this role, you will have access to confidential information. Tell us about a work role or situation in which you've had to practice a high level of discretion, diplomacy, or tact
- Tell us about the toughest negotiation you've been a part of. What was your role in that negotiation?
- Your skills and experience may be a good fit for the needs of this job. That is also true of numerous other candidates. What else can you tell us about yourself—work-related or not—that might put your candidacy over the top if we talk to other candidates with similar skill sets?

Goals and Drives Questions

- What made you leave your previous job?
- Why do you want to work with us?

- Why are you looking for a new role in our company?
- Why do you think you are the right candidate for this position?
- What makes this position a good fit for you at this point in your career?
- Give us an understanding of the job you applied for
- Give us your understanding of our organization
- What will you find challenging about this position?
- Tell us what you know about our company
- Where do you see yourself in five years?
- The salary range for this position is \$XX,XXX to \$XX,XXX. If hired, is this acceptable to you?

Working Methods Questions

- Describe your on-onboarding process
- What would you do if you had a lot of things and not enough time to do them?
- What tools or habits do you use to keep organized?
- Explain your approach to completing multiple assignments in a workday.
- Tell us about your ideal work environment or organizational culture
- Tell us about your ideal work environment. Feel free to include aspects such as relationship with supervisor, style, culture, pace, degree of independence/collaboration, etc.

Teamwork and Work-Relations Questions

- Are you a team player? In what way?

- Tell me about a time you worked on a team
- What role do you play on a team?
- Talk about a time in a group setting in which you took a leadership role
- How would you handle a disagreement with somebody else on my team?
- Tell us about a time you didn't get along with a co-worker
- How did you deal with a problematic co-worker in your previous work experiences?
- Describe a project where you had to collaborate with individuals on your team and those outside your department and how you interacted with and balanced the interests of the different individuals to complete the project
- What would you do in a situation where your teammate wasn't pulling their weight?

Decision-Making Questions

- Tell us about a time that you had to make a very fast decision
- Tell us about a time when you had to balance multiple priorities. Please give an example demonstrating how you navigated completing work priorities to attain the best result
- Describe a work scenario in which you were faced with competing priorities. How did you juggle them all and still meet everyone's expectations?
- Describe a high-pressure situation (either within a work setting or beyond) that you were put in unexpectedly. How did you adjust and still create a successful outcome?
- Tell us about a situation when you could not help a customer/colleague with their problem – what was the issue, and how did you handle it?
- Tell me about a time that you used technology to make a decision

Integrity Questions

- How would other people describe your work ethic?
- What does integrity mean to you?
- What would you do if you saw someone cheating on a test?