



Sample Interview Questions

General Questions:

- Tell me about yourself.
- Why are you interested in working with [Department's Name]?
- What do you hope to accomplish in this position?
- What motivates you to do your best work?

Strengths & Improvement:

- What is your biggest strength?
- What is one area you're working to improve?
- Tell me about a time you went above and beyond what was expected.
- What kind of environment do you work best in, and why?
- How would you respond to feedback from a supervisor?

Applying Knowledge & Experience:

- How do you think you can apply what you're learning in your classes to this role?
- What experiences have prepared you for this position?
- Tell me about a time you had to handle a difficult situation at work or school. How did you manage it?
- Give an example of a time you had to meet a tight deadline. How did you stay organized?
- Describe a time when you had to deal with conflicting priorities. How did you decide what to focus on?
- Tell me about a project or assignment that challenged you. How did you overcome the obstacles?

Skill-Based Questions:

Teamwork-

- Tell me about a time you worked on a team. What role did you play, and what was the outcome?
- How do you contribute to a successful team dynamic?
- Describe a time when you had to collaborate with others to achieve a goal.

Problem-Solving & Adaptability-

- How would you approach a challenge you don't know how to solve?
- Give me an example of a time you had to adapt to a new situation in a short amount of time.
- Describe a situation where you had to take initiative to solve a problem.
- How do you handle unexpected obstacles in your work?



Communication-

- Can you give an example of how you have effectively communicated a complex idea to someone unfamiliar with the topic?
- How would you respond to feedback from a supervisor?
- Describe a time when you had to adjust your communication style to fit the audience.
- How do you ensure clarity in your written and verbal communication?

Organization & Time Management-

- Describe a time when you had multiple tasks to complete. How did you prioritize them?
- What is your preferred method for managing tasks and staying on top of responsibilities?
- Give an example of how you stayed organized when juggling multiple deadlines.
- How do you manage your workload when faced with competing priorities?

Equity & Inclusion-

- How do you approach understanding perspectives different from your own?
- Can you describe a time when you worked with people from diverse backgrounds?
- How do you ensure inclusivity and respect in a team setting?
- What steps do you take to create a welcoming environment for colleagues and peers?

Leadership & Mentorship-

- Describe a situation where you took the lead on a project or task.
- How do you inspire and motivate others to succeed?

End of Interview:

- Is there anything else you'd like to share about your qualifications or experiences?
- What excites you most about this opportunity?
- What do you hope to gain from this role?
- Do you have any questions for me?

Note: Adjust or add questions based on the job description and required qualifications to align with specific skills needed for the role.