

## **Interview Prep Guide**

Interviews are an important opportunity to highlight your skills, experiences, and fit for a position. Preparing ahead of time can help you communicate clearly and confidently. This guide includes 15 common interview questions you may be asked, as well as 5 questions you can ask employers to learn more about the role and organization. Use these questions as a tool to practice and organize your thoughts before your next interview.

### **15 Common Interview Questions:**

1. Can you tell me a little about yourself?
2. What interests you about this position/industry?
3. Why do you want to work at this company?
4. What is your greatest strength, and how will it help you succeed here?
5. What is an area you are working on to improve, and how are you addressing it?
6. Tell me about a time you faced a challenge. How did you overcome it?
7. How do you handle making mistakes, or receiving constructive criticism?
8. What are some important qualities of a successful team?
9. How do you handle conflict with co-workers? Supervisors?
10. How do you handle stress or pressure?
11. How do you prioritize tasks when you have multiple deadlines?
12. How do you stay motivated while doing repetitive tasks?
13. How do you keep yourself organized?
14. Tell me about a time when you went above and beyond expectation.
15. Do you have any questions for us?

### **5 Questions for Employers:**

**Having questions to ask employers prepared is also an important part of the interview prep process. Here are some suggested questions.**

1. What does a typical day look like in this position?
2. What are the immediate priorities for someone starting this role?
3. What kind of onboarding or training is available for new employees?
4. How would you describe the company culture?
5. What are the next steps in the hiring process?