

Most Commonly Asked Interview Questions



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Most interviews today are lead by structured and behavioral based interview questions. This is a list of the most commonly asked ones.

Participant Empowerment

Describe a situation when you assisted an individual recognize that he or she had several choices in how to handle a difficult problem. What was the situation, what did you do, and what was the final outcome?

Assessment

Describe a situation in the past where you've participated in a team assessment process. What was your role?

Tell me about the last time you solved a problem where you had to do a lot of hard thinking and analysis; what difficulties did you encounter, how did you overcome them, what was the result?

Give an example of how you handled a situation where your guidelines were not being followed.

Communication

Describe a situation in which your attempts to communicate with someone were ineffective. What was the situation, what did you do and what happened as a result?

Describe the worst misunderstanding you were involved in at your last job. What was the situation, what did you do and what happened as a result?

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Facilitation of Services

Tell me about a time when you had to practice professional confidentiality. What was the situation? What did you do? What was the outcome?

Education, Training, & Self-Development

What else besides your education and job experience qualifies you for this job?

Describe the last thing you did for self-improvement? Describe any classes, books you have read, experiences or training you have received that prepare you for this job.

Regarding your work goals, how do you set them and how do you measure them?

Advocacy

Tell me about a situation where you have advocated on behalf of another person or a time when someone else has advocated on your behalf. What made that advocacy successful or unsuccessful?

Crisis Intervention

Describe the last time you became involved in a conflict or crisis situation. What was the situation? What did you do? How well did it work? What would you have done to prevent the situation from occurring?

Describe the most difficult problem you have been faced with in the last six months. What did you do to resolve the situation?

Describe the most difficult person you remember ever dealing with at work or school.

Describe the most difficult situation you remember encountering with that person. How did they react to you? How did you deal with the situation? What did you do about your own feelings? Did you ever discuss your differences with this person? If not, why not? If yes, what happened?

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Organizational Participation

Describe a situation where you played a role in making a change within your last place of employment (or church, community center or club). What was the situation, what did you do, what was the result?

Describe a situation in which you had a conflict with a co-worker. What was the issue, what did you do, what was the outcome of the conflict?

Describe a situation in which you had a conflict with your supervisor. What was the issue, what did you do, what was the outcome of the conflict?

Cooperation

Give me an example of when you went the “extra mile” to cooperate with a difficult employee or situation.

Describe a time when you had to take the lead and motivate your work group to accomplish a specific task. What did you do to get cooperation?

Decision making

Tell me about two good decisions you’ve made and two poor decisions and your reasons for them. Why were they good or bad? What were your alternatives?

Give me an example of a difficult decision you had to make, and the process you used to make it.

Give examples of which kinds of decisions you make quickly and ones you take more time on.

Dependability

Please provide a specific example of when you had to overcome one or more obstacles in order to get the job done. What were the obstacles? How did you overcome them?

Tell me about a time when your personally, through ensured that a customer’s needs were satisfied.

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Interpersonal skills

How would your subordinates and/or peers describe you?

What are your major strengths and weaknesses?

Do you prefer to work a day that is set or planned, or do you prefer to address tasks as they come along? Why?

Why should we hire you? What makes you a better choice over all our other applicants?

Name the three most important contributions you've made to your company.

Organization and planning

What steps do you take to make sure your priority projects are accomplished?

What steps do you take in determining what constitutes top priorities in your job performance?

Bonus questions

How did you deal with another co-worker who did a process differently from you?

Name a situation in which you had to complete a project to meet a deadline?

Name a time when you had to learn a new process?