Sample Interview Questions

There are different types of interview questions that may be asked to assess your suitability for the position. An interview typically includes a combination of the following types of questions; open-ended, behaviour-based, situational and questions that focus on your career plans. Use the following list of typical interview questions to help you to prepare for an interview.

**ABOUT YOU**

**Tell me about yourself?**
Provide the interviewer with a two-minute summary of your strengths and qualifications that are directly relevant to the position.

**What interests you about this position?**
This is an opportunity to show your motivation to work in this particular role. Use your research on the position and department to express how it fits with your career plans.

**What three adjectives would your supervisor use to describe you and why?**
Explain your understanding of what your supervisor values about your qualifications and qualities. Pick positive skills and personal qualities that relate to the advertised position.

**What are your greatest strengths?**
When you are asked questions about your strengths, discuss the skills and experience that directly relate to the advertised position.

**What are your greatest weaknesses?**
Identify an area that you would like to improve and/or discuss how you have made some improvement in an area of skill development for you.

**What kind of supervision do you prefer?**
Give examples of a variety of past supervisors' style and your flexibility in handling each style.

**When your day involves routine work, how do you handle it?**
Relate specific instances where you have motivated yourself through routine work.
ABOUT YOUR WORK HISTORY:

Can you give me a brief overview of your job history?
Review your work history briefly. Provide in order of job progression the job titles, your starting and ending dates and your responsibilities.

What major challenges and problems have you faced? How did you handle them?
Be sure to include specific examples of how you handled particularly difficult situations. Include how you went about solving the situation and what were the results.

Why are you leaving your job?
Be direct and focus your answer on the future regarding your hopes to further your growth and development. Emphasize what you learned from the situation if there was a poor fit with your previous role. Regardless of the reason for leaving speak positively about past employers.

ABOUT THE ADVERTISED POSITION:

Why should we choose you for this job?
Explain personal qualities that make this position the right fit for you. Discuss your motivation and how you researched the department before coming to the interview. Describe how your skills and qualities will fit with the advertised position.

Tell me about a time when you encountered a challenging student/client and how you handled it.
Questions beginning with ‘tell me about a time’ or ‘Describe a time’ are asking you to relate a past experience and how you took action. In this example demonstrate your ability to problem solve, remain service oriented and your familiarity with the resources available at the University.

About Your Plans for Development and/or Career
What training have you had that relates to this position? Relate to the requirements of the advertised position and provide examples of training courses or on-the-job training or work experiences that led to your development.

How does this position fit with your career goals? Or what are your career goals for the next five years?
Refer to the advertised position and reflect on the learning and development you would hope to achieve. In addition you can reflect on the typical career path in the advertised position.