

## TOP 20 JOB INTERVIEW QUESTIONS

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### WORKSHEET

These questions accompany the Top 20 Interview Questions PowerPoint.

For each of the 20 questions, think about the motives of the interviewer. What is she/he really trying to learn by asking this specific question?

When planning how you would respond to a question, think of the question being asked in an interview for a specific type of job that you would apply for.

Practice your responses to these questions!

#### 1 **Tell me about yourself.**

What does the interviewer want to learn by asking this question?

How would you respond? (You could create a “story statement” here!)

#### 2 **What is your greatest strength?**

Why would the interviewer ask this question?

How would you respond?



### 3 What is one of your weaknesses?

Why would the interviewer ask this question?

How would you respond?

### 4 What are you passionate about? (Or, perhaps, “What are your interests?”)

Why would the interviewer ask this question?

How would you respond?

### 5 How do you handle stress and pressure?

Why would the interviewer ask this question?

How would you respond?

### 6 What is a major challenge that you faced, and how did you handle it?

Why would the interviewer ask this question?





How would you respond?

**7 What were your responsibilities at your previous job?**

Why would the interviewer ask this question?

How would you respond?

**8 What did you like or dislike about your previous job?**

Why would the interviewer ask this question?

How would you respond?

**9 Describe a difficult work situation or project and how you overcame it.**

Why would the interviewer ask this question?

How would you respond?





## 10 Questions regarding soft skills.

Choose two of the following examples, and write down how you would respond to each:

- a. Describe a time when you had to make and keep commitments.
- b. How do you ensure that you are on time for important commitments?
- c. What is an important task that you had where you had to succeed independently?  
How did you succeed?
- d. Identify a time when you had to ask questions in order to learn how to be successful at a challenge that was new to you.
- e. Describe a situation where you had to settle a problem with a co-worker, classmate, or supervisor.
- f. When have you used feedback to improve something you were working on?

First response:

Second response:

## 11 What is your biggest accomplishment or failure?

Why would the interviewer ask this question?

How would you respond?

**Think of a specific job you would apply for. How would you respond to these questions?**

12 What excites you about working for this company?





13 Why do you want this job?

14 Why should we hire you?

15 **How do you evaluate success?**

Why would the interviewer ask this question?

How would you respond?

16 Questions about your goals: **What are your goals for the future?** or **Where do you see yourself in 5 years?**

Why would the interviewer ask questions about your goals?

How would you respond to one of these questions?

17 **Why are you leaving (or why did you leave) your prior job?**

Why would the interviewer ask this question?





How would you respond?

## 18 Who was your best boss (or supervisor/leader/coach etc.) and who was the worst?

Why would the interviewer ask this question?

How would you respond?

## 19 Questions about your supervisors and co-workers.

Why would the interviewer ask these questions?

How would you respond?

## 20 “Do you have any questions for me?”

What should you do to be ready for this question?

