

# Common Interview Questions

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| Tell Me About Yourself                                                                                                                        | Talk about a time when you had to work very closely with someone whose personality was very different from yours.                                   | Give me an example of a time you faced conflict while working on a team. How did you handle it?                                   |
| Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?                      | We all make mistakes we wish we could take back. Tell me about a time you wish you'd handled a situation differently with a colleague or co-worker. | Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?                      |
| Give me a time when you did not meet a client's (or customer's) expectation. What happened, and how did you attempt to rectify the situation? | Tell me about a time you made sure a customer was pleased with your service.                                                                        | Describe a time when you had to interact with a difficult client (or customer). What was the situation and how did you handle it? |

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| When working with a large number of customers, it's tricky to deliver excellent service to them all. How do you go about prioritizing your customer's needs? | Tell me about a time you were under a lot of pressure. What was going on and how did you get through it? | Tell me about the first job you ever had. What did you do to learn the ropes?                                                                                      |
| Tell me about a time you failed. How did you deal with the situation?                                                                                        | Describe a project you managed. How did you keep everything moving along in a timely manner?             | Sometimes it's just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do? |
| Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?                                          | Give me an example of a time you managed numerous responsibilities. How did you handle it?               | Give me an example of a time when you were able to successfully persuade someone to see things your way at work.                                                   |

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| Describe a time when you were the resident technical expert. What did you do to make sure everyone was able to understand you? | Tell me about a time you had to rely on written communication to get your ideas across to your team.               | Give me an example of a time when you had to explain something fairly complex to a frustrated client. How did you handle this delicate situation? |
| Tell me about a successful presentation you gave and why you think it was a hit.                                               | Tell me about your proudest professional accomplishment.                                                           | Describe a time when you saw a problem and took the initiative to correct it rather than waiting for someone else to do it.                       |
| Tell me about a time when you worked under close supervision or extremely loose supervision. How did you handle it?            | Give me an example of a time you were able to be creative with your work. What was exciting or difficult about it? | Tell me about a time you were dissatisfied with your work. What could have been done to make it better?                                           |