

Interview Preparation

We know what information potential employers are looking for. Use our sample interview questions below as you prepare for career-altering interviews.



General & Exploratory Questions

- What should we know about you?
- What do you know about our organization?
- What can you do for us that someone else can't?
- How does this job fit into your overall career plan?
- In this role, what would you accomplish in the first 6 months...1st year?

Resourcefulness

- Provide an example of a project that you successfully completed when the necessary resources were not available?
- How long would it take for you to make a meaningful contribution in this position?

Program Development

- What have you found are the typical friction points between the parties you would be responsible to in this type of role? Provide examples of how you have resolved or mitigated.
- Provide an example where you accomplished a goal through influence rather than control?
- Everyday we have to juggle many projects. How do you establish and maintain priorities for yourself and your staff?

Other Common Interview Questions

- What kind of experience do you have for this job?
- Tell me about a time you had to tackle a new problem. How did you go about it?
- What is the best way for you to learn? Give me an example of a new skill you have mastered in the past 6 months.
- In what type of office environment do you accomplish your most productive work?
- Tell me about a time when you improved a task or job you were working on.
- How would your co-workers describe your work style? Give me an example when these characteristics made an impact on a prior employer.
- Tell me about a time you had to deal with conflict in an office environment. What would you have done differently if you had another chance?
- Give me an example of a time when you had set a goal for yourself and how you went about accomplishing it.
- What accomplishments are you most proud of?
- Why should we hire you?