POTENTIAL INTERVIEW QUESTIONS FOR BUSINESS MAJORS

Background/personal Information:
- Tell me about yourself.
- What are your greatest strengths and weaknesses?
- How do you know when you have achieved success?
- How do you measure your level of success/achievement?
- What do you know about our company? Why is it of interest to you? (Make sure you do your research ahead of time so that you are prepared for the actual interview.)

Organizational Skills:

Ability to plan tasks
- Tell me about a big project you had to plan for school or work.
- What steps were involved?
- What was the outcome?

Ability to set priorities
- Describe a situation when you had several things to do in a limited time.
- What led up to the situation?
- How did you handle it?
- What was the outcome?
- What kinds of situations have you been in that required project planning?
- Tell me about a time when you didn't achieve your objective.

Ability to delegate
- Tell me about a time you were in charge but needed others to help.
- What were the circumstances?
- How did you assign work?
- What happened?
- Tell me about a time when you have felt pulled in all directions and how you handled it.

Interpersonal Skills:

Client relations
- Tell me about a time you've had to deal with the public.
- Who was involved?
- What did you do?
- How did they respond?
- Do you enjoy working with a variety of people?
- How do you establish working relationships with new people?

Being a team player
- Give an example of how you have effectively worked in a team situation.
- Give an example of how you have effectively worked on your own.
- Describe your work habits in a team situation.
- Give an example of a time when you were not a productive team member.
- What do you expect of others in a team environment?
- What type of people do you see yourself working with?
- Tell me about a time you helped resolve a group problem.
- What caused the problem?
What did you do and how was it resolved?
What are your behaviors that inspire or motivate others?
What motivated you?

Ability to deal with people at all levels
Tell me about a time you had to work closely with someone above or below you.
Who was the person?
What did you have to do?
What was the outcome?

Technical Skills:
Problem Solving
Describe a complex problem you have solved/haven't solved.
What steps did you take to tackle it?
What were the results?
Tell me about a time when you used creativity to solve a problem.

Ability to apply knowledge
Tell me about a situation in which you had to apply newly acquired knowledge.
What was the situation?
What were the results?
Are you able to function in a fast-paced working environment?
Is multi-tasking something you struggle with, or embrace?

Knowing Limitations
Tell me about a time when you had to turn to someone else for assistance.
What was the situation?
Whom did you ask for help?
What was the outcome?

Growing With the Job:
Taking initiative
Tell me when you had to take charge and get a job done or resolve a problem.
What did you do?
What happened?

Ability to learn on the job
Tell me when you had to learn something new in a short time.
What was the situation?
What was the result?
Are you a fast learner?
Do you tend to set goals for yourself?
Describe some important goals you have achieved.

Communication skills:
Ability to communicate
Tell me about a time someone misunderstood something you said or wrote.
How did you make yourself clear?
What was the outcome?
Describe your leadership style.
How would your co-workers/classmates describe you?
Are you comfortable speaking in large-group situations?

Ability to listen
Tell me about a time you misunderstood a teacher or superior.
What did you misunderstand?
• How did you resolve the misunderstanding?

**Commitment**
• Tell me about finishing a job even though everyone else had given up.
• How did you manage to finish?
• What was the result?

**Service commitment**
• Tell me about work you've done in the community or in a school organization.
• What did you do?
• What was the outcome?

**Expectations:**
• What do you expect of a company?
• What do you want to achieve in your first year on the job?
• Where do you see yourself five years from now?

**Conclusion:**
• Describe yourself in one word. Why that word?
• How would you want me to remember you?
• Why do you want to work for us? What can you offer us that other students in your field can't?
• Do you have any questions for me?