

JOB INTERVIEW

Common Questions With A+ Answers



Tell me about yourself

Tip: Decide in advance which of skills and career highlights best fit the role.

Answer: Share those as a personal and interesting story showing how you got started, where you are now, and how this role is the next logical chapter.

What interest you about this position

Tip: Research the company and position beforehand to find specific things you like around mission, culture customers, and the role.

Answer: Get specific about the impact you want to have and how your skills fit well.

What are your strengths?

Tip: Decide ahead of time which of your strengths best match the requirements of the role.

Answer: Highlight just 2 to 3 and back them up with memorable stories of times you shined.

Tell me about a time you failed. How did you deal with that situation?

Tip: Demonstrate that you are humble, resilient, and growth-oriented.

Answer: Tell a story of a setback that you have quickly recovered and learned from - and then moved forward

<https://click2connectcic.org>

JOB INTERVIEW

Common Questions With A+ Answers



Describe a time you motivated others. How did you accomplish

Tip: Even if you are not in leadership, they want to see leadership here - tailoring your approach to the situation

Answer: Highlight a time when you were positive, persistent, and persuasive

Tell me a time you had to handle multiple projects at once. How did it go?

Tip: Focus on your time management and reliability

Answer: Share an example where you used repeatable system - prioritised in a smart way, delegated, blocked time gave frequent updates

Describe a time you went through a major change at work. How did you adapt?

Tip: Employers are looking for people who are excited about change, not just tolerant

Answer: Tell a story about a big change that impacted you directly and that you adjusted to quickly; bonus if you got others on board

Tell me about a time you set a goal for yourself. How did you ensure you achieved it?

Tip: Show you can Get. Things. Done. That you set clear goals and follow through

Answer: Pick an example where you succeeded in a replicable way - broke the goal into small steps, made progress each day, showed grit through challenges

<https://click2connectcic.org>

JOB INTERVIEW

Common Questions With A+ Answers



What's an example of a time you disagreed with a boss or colleague?

How did it go?

Tip: Never badmouth the other person (the interviewer is imagining themselves)

Answer: Pick a time when you had a valid case, communicated it professionally, and reached a positive resolution

What are your weaknesses?

Tip: Don't use "I care too much" or other cliches - this is about self-awareness

Answer: Describe 1 to 2 that are critical to the role, and note the ways you've been working on them.

Any questions for me?

Tip: The only question almost guaranteed to be asked - don't sleep on this

Answer: Ask questions that show you've researched the company or are focused on success (ex: What would success look like in the first 6 months of this role?)

Anything we didn't get to discuss?

Tip: Don't say no! Before the interview, think about the 2 to 3 main points that you want to communicate throughout the interview

Answer: Use this time to reiterate those.

<https://click2connectcic.org>