

Career Resources



Mock Interview Guide

Preparing for the interview:

- Review the job description of the position you are interviewing for; this will allow you to explore sample interview questions specifically to the opportunity.

Sample questions related to applicant's motivation

- Why do you feel this is the right position for you?
- What have you done to prepare for this opportunity?
- How does this position fit into your long-term career road map?

Sample position-specific questions

- Use specific required job duties and/or required systems to answer the following questions:
 - Based on the job description/required skills what makes you the best fit for the position?
 - Tell me about a time when you performed similar job functions and what made you successful.
 - When was the last time you used **ABC** system and define your level of proficiency?
 - Please provide specific examples of how you used **ABC** system.
 - As a **(Leader/Analyst/Project Manager)** what was the most difficult part of the job and how did you work through it?

Sample questions related to team/operational improvements

- In your most recent role what are some things you currently do to make improvements to your team or organization?
- Have you ever recommended or implemented a change that made a large, positive impact?

Sample questions related to soft skills/team fit

- Tell me about a time you had conflict with a peer or leader and how you resolved it.
- Tell me about a point in your career when you faced adversity and how you overcame it. (i.e. needs improvement; failed project; performance struggles; unexpected change of duties)
- How do you care for your team members?
- How do you have fun at work?