

Free PDF – Best Interview Questions and Answers

Tell me about yourself.

Example Answer – “I am an accomplished professional with over [x] years of direct industry experience. My introduction to the industry began after my time at [college] where I majored in [your major]. My time spent in college was filled with curiosity, specifically regarding the [industry] industry and the nuances that go into [industry].

After graduation, I interned directly with [company] which allowed me to gain additional experience and insight into the inner workings of the [industry] industry. This work experience only reaffirmed my interest in the overall industry. Following my internship, I landed my initial full-time offer from [company]. My work there included [list of responsibilities] and I was able to climb the ranks internally, eventually becoming a [role], overseeing a team of six individuals.”

What are your biggest strengths?

Example Answer: “Honestly, my biggest strength is my ability to persevere through hardships and challenges. In my previous role, we faced many challenges when it came to [specific project you completed]. While attempting to complete this project, we faced challenges from [list of challenges]. And although these challenges set us back initially, I worked with my manager and team to ensure that the work was completed on-time and the project was delivered under budget.”

What are your biggest weaknesses?

Example Answer: “Speaking honestly once more, my biggest weakness is my insistence on perfection. I am particular when it comes to processes and look to ensure that each step is completed accurately the first time around. However, I have noted that this insistence can cause a bottleneck in the process. That is why I am working on learning to step-back and trust my team and the internal processes and procedures to ensure the work gets completed properly.”

Why should we hire you?

Example Answer: “Based on what you’ve said and the internal research I’ve completed, your company is looking for a [role] who has both interpersonal and technical skills. I believe that my work experience at [company] aligns perfectly with what you are looking for, making me the best fit for the role. In addition, I am fluent in [industry specific software] which I will bring to the team and company.”

Why are you interested in this company?

Example Answer: “I have completed a wide swath of industry research, looking at both this company and its competitors. And speaking honestly, only this company is able to complete and offer [specific item]. This ability makes this company not only attractive to work for, but also ensures that a level of innovation and research will continuously be provided.”

What motivates you?

Example Answer: “My internal motivations come from working to create meaningful solutions to common problems. As an example, at my previous role, I worked diligently to improve how customers inputted technical requests, ensuring that their problems were met with immediate answers via a list of predefined, common problems on our website. Knowing that my solution helped countless numbers of small business owners was quite satisfying and motivating in its own right.”

Why do you want to leave your current role?

Example Answer: "I began my time at [company] nearly [x] years ago. Since beginning there, I have learnt quite a lot regarding the industry and the inner workings of the company. I have risen through the ranks and am now managing a team of my own. However, I feel that my tenure has run its course. The challenges simply do not excite me, and the opportunities appear thinner. And while I appreciate the time I spent there and the opportunities afforded me, at this time in my career, I am simply looking for something more."

Where do you see yourself in five years?

Example Answer: "While I certainly wish I could see into the future, ideally in five years I will be managing a larger team, working on an [industry specific project]. I have always been interested in [project] and hope to be able to delve a bit more deeply into it."

How do you deal with pressure?

Example Answer: "Pressure, at any job, is natural and expected. However, for myself, it has always been how it is handled which differentiates employees. For me specifically, I allow myself the time and space I need to collect my thoughts. This includes simply taking a step outside and away from the job to ensure that I can approach the issues at hand calmly and with refreshed energy."

What would your current manager say about you?

Example Answer: "My current manager, [their name] and I are extremely close. We have worked on a multitude of different projects and tasks together and have grown to understand one-another. If they were asked about me, I believe they would say that I am optimistic to a fault, motivated to a high degree, and enthusiastic to perform at a consistent, high-level."

Do you have any questions for me?

Example Answer: "I appreciate your asking me directly if I have any questions. Before this interview, I conducted thorough research into not only the company, but also this specific team. My question(s) for you are [ask a direct question regarding the role, the company, or any projects which they may be working on]."

- Can you tell us about your previous work experience?
- What did you major in, in college?
- Why did you choose your major in college?
- Where do you see yourself in 5-years?
- Where do you see yourself in 10-years?
- What is your ideal career path?
- Why are you looking to leave your current position?
- Why are you looking to leave your current company?
- What is something a previous manager has done that you enjoyed?
- What type of manager are you?
- Do you wish to pursue a management career?
- If you could give your college-self advice, what would it be and why?
- How did you hear about our company?
- What do you know about our company?
- What do you know about our team?

- What do you know about the role?
- What systems and tools are you proficient with?
- What is a recent accomplishment that you're proud of?
- Can you tell us a time you were frustrated at work? What did you do?
- Can you tell us a time you had to deal with a frustrated or angry customer? How did you handle the customer?
- Why did you choose your previous employer? What attracted you to apply there?
- What are your short-term goals?
- What are your long-term goals?
- What are your skills and qualifications that make you the best candidate for this role?
- Are you happy in your role or this industry?
- What would you change in the industry?
- What would you change in your current role?
- What areas would you like to develop in further?
- How do you go about learning a new skill?
- What would you like to see at a new company that you go to?
- Why should we hire you?
- If position required, would you be available to travel?
- If you were offered the position, when would you be available to start?
- If you were offered the position, would you be willing to relocate?
- If you were offered the position, would you want [work from home](#) opportunities?
- How do you feel about working from home or remotely from the office?
- What tools do you use to stay in touch with your colleagues and manager?
- What tools do you use to remain productive?
- How do you prioritize your tasks?
- How do you organize your inbox?
- Are you available after-hours or on weekends?
- What skills do you bring to this position?
- How well do you think you would be able to handle the needs of this role?
- Can you tell me something that would help me make a better and more informed decision on who to hire for this role?
- What are your strengths?
- What are your weaknesses?
- Tell me about a challenge you've faced at work and how you dealt with it
- What's your dream job?
- Which other companies are you interviewing with?
- Why were you fired?
- What type of work environment do you prefer?
- Can you let us know a time you exercised management or leadership skills?
- How would you handle a disagreement at work?
- What would you do if you didn't agree with a decision made by your manager?
- How would your manager describe you?
- How would your peers and colleagues describe you?
- Why was there a gap in your employment history?
- What can you tell us about yourself that your resume cannot?

- What would your ideal first 30, 60, and 90 days look like at this company?
- What do you enjoy outside of work?
- What are your hobbies?
- If you had to give a spontaneous TED Talk, what would you discuss?
- What do you think we can do differently?
- What motivates you?
- Do you have experience with (industry software)?
- How would you change (industry software)?
- Do you feel like you are a quick learner?
- What classes did you struggle with at college?
- What gets you excited in the morning?
- If you didn't have to work, what would you do?
- What is the last book you read?
- How would you fire someone?
- What was the most difficult thing you had to do at a previous company?
- How would you handle a task that you felt wasn't ethical at work?
- What are some of your leadership skills?
- When was a time you had to spearhead a project?
- How do you get colleagues to work together?
- How do you incentivize employees?
- When was a time that you had to reprimand a direct report?
- Would you go to your manager if you were having problems with an employee?
- Have you ever conducted a [skip level meeting](#)?
- Would your manager write you a letter of recommendation?
- Have you ever been asked to write a letter of recommendation for someone?
- What is the last book you read?
- Where do you like to get your news from?
- What's your favorite website?
- What is the name of our CEO?
- Describe a time your manager was wrong; how did you handle it?
- Would you feel comfortable reporting to someone younger than you?
- How long do you expect to work for this company?
- Have you ever been written up at work?
- How did you improve after a poor performance review?
- Describe a time you had to give someone difficult news
- Which is more important, creativity or efficiency?
- Are you well versed in Microsoft Office Suite?
- Would you be willing to train your peers on what you know?
- What areas or subjects do you consider yourself to be a subject matter expert (SME)?
- Who are our competitors?
- What are our competitors doing better than us on?
- What are our competitors doing worse than us on?
- What is your greatest personal achievement?
- What is the perfect company size?
- Do you prefer working for small, medium, or large companies?

- Describe your top three technical skills
- Do you have reliable transportation?
- Do you prefer an Apple or a Windows computer?
- Would you be ok with having work emails on your phone?
- Is it better to be good and on-time or late but excellent?
- How would you let your manager know you were going to be late for the day?
- Do you believe our field is robot-proof?
- How would you [sell me this pen](#)?
- Would you consider yourself to be a professional?
- What is your greatest fear?
- What was your best vacation?
- If you could have a vacation home anywhere in the world, where would it be?
- Who are your heroes?
- Do you feel you are adequately compensated for you position?
- Do you prefer to work with a team or alone?
- What qualities make a good leader?
- What mistake did you make at a company that you learnt the most from?
- What questions haven't I asked you?
- Do you have a personal mission statement?
- Describe a time you went above-and-beyond at work
- How would you handle a coworker who wasn't carrying their weight?
- How would you handle a coworker who was bossy?
- Do you consider yourself an organized person?
- Who was your favorite manager and why?
- How would you handle a deadline given at the end of the day?
- How would you handle a work emergency on the weekend?
- How would you handle an emergency while you were on vacation?
- Do you feel that our interview process at this company is efficient? Would you make any changes to it?
- Have you ever been disrespected at work? How did you handle it?
- Are you active on LinkedIn?
- Are you active on social media?
- Do you feel we are addicted to our phones and technology?
- Do you have any questions for me?