

## 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?