

**Almost All interviews begin with...**

- “Tell us a little about yourself.”

**Background Questions (Identifying past experience and training):**

- I see that you just recently graduated from HSU, tell me about your experience there.
- How has your education prepared you for being successful in your career?
- What experience and qualifications do you have that have prepared you to come and work for us?
- What do you see as your greatest accomplishment?

**Character Questions (Often open ended addressing work ethic, team ethic, etc...):**

- Tell me about a difficult situation you have encountered and how you handled or overcame it.
- What goals do you hope to achieve in the next five years?
- Where do you see yourself ten years from now?
- If I were to ask your previous bosses about you, how would they describe you?
- What kind of supervision do you prefer on the job?
- What does teamwork mean to you?
- What would you describe as your biggest weakness? What about your greatest strength?
- What is the most valuable lesson you’ve ever learned from a mistake?
- Why did you choose your particular major and/or minors?
- Describe your best experience working in a team to reach a common goal.

**Technical/Job Related Questions (samples but these would address the specific job):**

- Tell me about your research skills?
- What kinds of computers skills do you have and what kinds of software have you used in the past?
- How effective are you at designing and delivering presentations? Can you provide some examples?
- This job requires a lot of preparing and editing reports and correspondence, can you be effective in those tasks?
- How do you keep yourself organized and how capable are you at prioritizing?
- How would you approach working with someone in a culture that is entirely new to you?
- What kinds of international or intercultural experiences do you have?
- What kinds of skills do you have in speaking, reading, and writing in languages other than English?

**Behavioral Questions (examples of scenario based questions looking for appropriate response):**

- How would you handle a conflict with a co-worker should one arise?
- Have you ever had a customer grow angry with you or your company and how did you handle it?
- If your boss was asking for a report for a meeting, a co-worker was asking for help with a project, you have your daily report to file, and a customer was in the front office, how would you prioritize?
- How have you handled pressure or stress on the job in the past...

**Ending:** “Is there anything you would like to add or do you have any questions for us?”