

INTERVIEW QUESTIONS

GENERAL QUESTIONS

- Tell me about yourself.
- Why did you choose WVU?
- What course/courses do you like best/least?
- Describe your short-term/long-term career goals.
- Describe your work experiences.
- Have you had the opportunity to supervise other people?
- Describe your communication, interpersonal and computer skills.
- How well do you handle stress?
- What are your weaknesses?
- How does your education relate to the responsibilities of this position?
- When would you be available for employment?
- Tell me why we should hire you for the position over other candidates.

BEHAVIOR-BASED QUESTIONS

- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way. Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Describe a time when you anticipated potential problems and developed preventive measures.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.

USE THE STAR TECHNIQUE

Situation or Task	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.
Action you took	Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did — not the efforts of the team. Don't tell what you might do, tell what you did.
Results you achieved	What happened? How did the event end? What did you accomplish? What did you learn?

Courtesy of Quintt Careers.