

# COMMON QUESTIONS

## OPENING

- **Tell us a little about yourself** – a quick 1-2 min. professional snapshot. Avoid straying into unrelated personal matters.
- **How did you hear about the position?** – share if you have a referral source from within the organization, if not focus on how you developed your interest in the organization and role.
- **Why have you applied for this position?** – Tell the employer why you are interested in the industry and the skills you will bring to the role.

## JOB KNOWLEDGE & CREDENTIALS – questions about skills and related educational experiences, what would the employer find useful from your background?

- **What do you know about the company?** – Give a snapshot of their business, include information such as projects and anything in the news. Industry knowledge is also important.
- **What training do you have that relates to this role?** – Be sure to include not only formal qualifications but other related courses or on-the-job training that may be relevant.
- **How did your education prepare you for this role?** – Discuss learned skills related to the work. Highlight applied learning opportunities such as projects, placements, internships or co-op.

## BEHAVIOURAL - behaviour patterns and workplace scenarios that are common in the role

- **Give an example of when you had to deal with conflict in the workplace** – Use examples that show your ability to deal with conflict in a positive way. If you haven't had to deal with conflict in the workplace, draw from educational or volunteer experiences. Avoid using family/personal conflict examples.
- **How do you deal with pressure/stressful situations?** – Talk about the ability to deal with stress, use a stressful work or educational situation, tell the whole story with a successful ending
- **Can you give us an example of a challenging project?** – Be sure that you give them a whole story answer here, use a past scenario from work, education, volunteer and discuss why it was challenging and how you overcame that challenge.

## PERSONAL

- **Where do you see yourself in ... years?** – Think about goals for the future, make sure they are related to the industry and the job, avoid personal goals that aren't related.
- **Greatest strength and/or weakness** – Strength needs to focus on a skill required for the position, focus on how you have used that skill in the past. Weakness needs to show self awareness, be sure to tell the employer how you are working on improving your weakness.

## CLOSING

- **Why should I hire you?** – This is another chance to highlight why you fit with the position. Think of it as your closing snapshot, if anything from the interview has been missed that you wanted to highlight, now is the time to focus on that skill.
- **Ask for the job** – Tell the employer how interested you are in the position and the company
- **Any questions for us?** – Don't pass this up! Ask about major projects, company mission or recent news that you have read about them. Show you are engaged!