

## Skills-based questions

- Tell me about yourself.
- What are your main strengths?
- What is your main weakness?
- Why should we employ you rather than any of the other applicants?
- What would your colleagues and friends say your best qualities were?
- Why should we hire you?
- What information technology skills do you possess?
- What skills do you need to develop most?
- What specific skills have you learned which make you a good {job title}?
- How would you rate your communication skills?
- What makes a good [job title]?
- How do you handle stress?
- How do you handle pressure?
- How do you measure success?

## Behavioral Questions

Behavioral questions focus on past experience. These recall past experience.

- Tell me about a time when you failed. How did you deal with this experience?
- What professional accomplishment are you most proud of and how did you achieve it?
- Describe a time when your workload was heavy and how you handled it.
- Describe a difficult work situation or project and how you overcame it.
- Share a time you identified a problem in your company and how you resolved it?
- Describe a time you weren't happy with your work and why.
- Tell me about a time you disagreed with a manager and how you handled it?

## Situational Questions

Situational questions focus on future scenarios/experience. Ask hypothetical questions and how they would handle them.

- What would you do if you made a mistake that no one else noticed? Would you address the error and risk slowing things down or ignore it to keep the project or task moving forward?
- What would you do if you were asked to perform a task you've never done before?
- What would you do if you were working hard on a project and were almost finished when the goals or priorities were changed?
- What would you do if you were assigned to work closely with a colleague on a project, but you disagreed on how to accomplish the goals?
- What would you do if the work of an employee you managed didn't meet expectations?
- What steps would you take to make an important decision on the job?
- Let's say you have multiple assignments from different managers. How do you prioritize?
- How would you handle an unproductive subordinate/coworker?