University Advising and Career Development Center (UACDC)

Mock Interview General Question List

**Accomplishments**

* Give me an example of a time when you delivered more than what was expected.
* What situations do your colleagues rely on you to handle?

**Alertness**

* Tell me about a specific experience you have had in which it was necessary for you to react quickly because of a change in the physical environment
* Select an experience from your past that illustrates your ability to be watchful and alert when monitoring displays, instruments, or processes. Tell me, in detail, what happened.

**Compatibility**

* What is your most productive work setting?
* Have you ever worked with someone you did not like? How did you handle it?

**Creativity**

* Describe a situation where you came up with a creative solution to a problem.
* Walk me through your process of solving an issue or problem.

**Critical Thinking**

* How do you balance your reliance on facts versus intuition?
* Give me a specific example of a time when you used good judgment and logic in solving a problem.

**Decision Making**

* Tell me about the best and worst decisions you've made on the job.
* Tell me about a situation where you had to make a decision without much information.

**Experience/Skill Type and Level**

* Tell me about your experience in this field. What was challenging? What was your contribution?
* The successful candidate will be working with some highly trained individuals who have been here for a long time. How would you fit in?

**General Fit Interview**

* How do you complete a boring or unappealing job?
* Do you prefer clear job tasks and expectations or freedom to direct your own work? Why?

**General Questions**

* Describe a situation in which your work or an idea was criticized.
* What characteristics do you desire in your boss? How did your last one measure up?

**Goal Setting**

* In an aggressive working environment, it is often necessary to prioritize goals to be sure that effort is allocated appropriately. Tell me about the most important time in your working history when you prioritized your goals successfully.
* Everybody sets goals. Describe a situation in which you recognized (or were advised) you were not achieving the goals you had set. What did you do in response? What was the outcome?

**Independent/Self-Starter**

* Provide me with an example of your ability to work independently.

**Interpersonal Skills**

* Tell me about the last time you lost your temper.
* Tell me about a time when you handled a difficult situation with a co-worker.

**Knowledge of Role/Function**

* Tell me about your experience in this field. What was challenging? What was your contribution?

**Leadership**

* Describe a time when you had to 'sell' an idea to your boss, superior, or other authority figure.
* When leading a team, what do you do to make sure everyone is contributing?

**Motivation**

* Describe a time when you stepped into an informal leadership role without being directed/advised to take the role.
* How do you motivate yourself to keep going and reach a goal that may suddenly have become more challenging to reach?

**Personal Initiative**

* If you called 20 prospects and no one expressed interest, what would you do next?
* Tell me about a time when you needed to speak up because something was not correct.

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* Tell me about a situation where it was difficult to remain objective.
* Describe a situation when you worked with a person whose personality was the opposite of yours. How did you deal with it?

**Planning, Organization and Strategy**

* Tell me about a project that you started but never finished. Why did you not complete the project and how did that make you feel?
* Can you give me an example of a time when you had to quickly take action on a task or event without a lot of preparation time, and how you got organized and remained positive and professional?

**Policy and Procedure**

* On some jobs it is sometimes necessary to act strictly in accordance with policy. Give me an example out of your background when you were expected to act in accordance with policy even when it was not convenient. What did you do?
* How would you handle an employee who showed blatant disregard for company policies and procedures?

**Problem-Solving**

* Your supervisor left an assignment in your inbox regarding a project your coworker recorded during the week. You do not understand the assignment and your boss is out of the country and cannot be reached. What would you do?
* Describe a conflict with a boss or professor and explain how you worked to resolve it.

**Responding to Pressure**

* Give me an example of a time at work when you had to deal with unreasonable expectations of you. What parts of your behavior were mature and immature?
* Tell me about a high stress situation when it was desirable for you to keep a positive attitude. What happened?

 **Responsibility**

* Give me an example of any specific time in which you found it necessary to give long hours to the job. For example, tell me about the period when it was necessary to take work home, work on weekends, or maintain unusually long hours. Be specific.
* Some individuals have a strong sense of urgency about getting short term results-others are more 'laid back' and less driven in their approach to work. Give me an example of a time when you were either more ''laid back'' or more ''urgent''.

**Self-Assessment - General**

* Describe a personal, ethical, or moral challenge you have faced. How did you handle it?

**Teamwork**

* Tell me about a time when you thought you knew how to handle a situation, yet chose to solicit opinions from other team members.
* How would you get people who aren't working together well to establish a common approach?

**Tolerance of Ambiguity**

* People differ in the preference for jobs, which have well laid out tasks, and responsibilities or ones in which work changes frequently. Tell me about a time when you were successful in dealing with an unstructured work environment.
* When have you been most proud of your ability to wait for important information before taking action in solving a problem? How did the waiting affect you?

**Under Pressure**

* Describe a time in school when you had many projects or assignments due at the same time. What steps did you take to get them all done?
* Describe a challenge you have been faced with and how your ability to multi-task helped you reach success.