**Interview questions**

Questions about your career, your skills, and this opportunity

1. Tell us a little bit about yourself and your career so far.
2. What attracted you to this job? What are you looking for in a new position?
3. What skills, experiences, or other qualities make you a good candidate?
4. This position includes a focus on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Can you tell us about how you have approached similar kinds of work in the past?
5. What was the last major project you oversaw? What were the challenges, and how did you address them?

– or –

Describe a process or system that you created/improved that was important in your current job.

1. If hired, what is the first thing you would tackle in this position?

Questions about relationships and work preferences

1. How do you think about relationships with your clients and colleagues?

– or –

Describe a time when you were instrumental in creating or deepening an existing relationship with a key stakeholder/partner.

1. Can you tell me about a time you have failed at something? What did you learn?
2. What do you do when you don’t know how to do something?
3. What kind of work environment is best for you and how would you describe your work style? Can you give an example?

Situational questions

1. Tell us about a time you dealt with a difficult person or situation. How did you resolve it?
2. What kinds of experiences have you had in working with people with different backgrounds than your own?
3. How do you do with handling multiple tasks and deadlines? What is your approach?

– or –

Please share an example of a situation when you didn’t have the resources (time, money, staff) to meet an expected goal, and your response to that situation.

Questions that demonstrate your individual qualities

1. What are a few qualities that co-workers would say describe you?
2. What is a moment that you are proud of?
3. Is there anything else we should know about you?
4. Do you have any questions for us?