

Sample Interview Questions by Skills/Attributes

Teamwork

- How would you describe yourself in terms of your ability to work as a member of a team? Describe the types of teams you've been involved with. What were your roles?
- Tell me about a time when you worked with a person who did things very differently from you. How did you get the job done?
- Describe a team experience you found rewarding. Now describe a team experience you found disappointing. What would you have done to prevent this?
- Have you been on a team that was ineffective? What did you do in your role to address the problems?
- Tell me about a time where you disagreed with the objectives or direction of a team you were on. How did you handle this?
- Describe a time when you put your needs aside to help a co-worker. How did you assist them? What was the result?

Integrity

- Tell me about a time when you were asked to do something that you didn't think was right?
- How would you respond if you witnessed discrimination in the learning or workplace environment?
- Tell me what you do to ensure that you meet the work commitments you make to others?
- Tell me about a time when you experienced a loss for doing what was right.
- Give me a specific example of a policy you conformed to with which you did not agree.

Self-Awareness

- What pushes your buttons? What gets you frazzled?
- What personal attribute has caused you the greatest difficulty in school or on the job?
- Describe a time when you were faced with problems or stresses that tested your coping skills.
- Tell me about a time when you had to adjust to changes over which you had no control.
- Describe a situation which you initially thought you could easily handle alone, and soon realized you were in over your head. What did you do?
- How have you managed to deal with disappointment and turned it into a learning experience?

Respect/Professionalism

- How do you currently encourage people on your team to express their ideas and share a variety of opinions? Can you give an example?
- Describe how you have helped to cultivate a respectful learning and workplace environment in your current or previous jobs.
- Tell me about an experience where you had to confront someone or give candid feedback? How did you do it? What did you say?

Problem-solving/Innovation/Decision Making

- Give an example of a time when a solution to a problem was not straightforward. How did you approach the problem? How did you generate a solution?
- Describe the last situation in which you were required to "think on your feet". What did you decide to do? How satisfied were you with the results? What would you change if you could?
- Tell me about the last time you made a decision or solved a problem that required a lot of hard thinking and careful analysis on your part?
- Can you think of a situation you had to handle in which old solutions didn't work? What did you do to handle it?
- Tell me about an innovation that you've introduced in your work area. What have you done to introduce change or redefine the way work gets done in your area?
- Tell me about a time when you came up with an innovative solution to a challenge your organization was facing. What was the challenge? What role did others play?
- Explain your decision-making process. How and when do you involve others?

- What kind of decisions do you make rapidly? What kind takes more time? Give examples.
- Tell me about a time when you had to make a decision, but didn't have all the information you needed.

Conflict Management

- Tell me about a time when you had difficulty with a coworker? What was the situation and how did you resolve the conflict?
- Tell me about a situation when you had to speak up (be assertive) in order to get a point across that was important to you.
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).

Interpersonal Skills

- Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?
- Describe a situation where you found yourself dealing with someone who didn't like you. How did you handle it?
- Describe a situation in which you were able to effectively “read” another person and guide your actions by your understanding of their needs and values.
- Describe a recent unpopular decision you made and what the result was.
- Tell of a time when your active listening skills really paid off for you - maybe a time when other people missed the key idea being expressed.

Goals/Initiative/Motivation

- What specific goals have you established for your career? How do you plan to achieve them?
- Describe what you've accomplished toward reaching a recent goal for yourself.
- What motivates you to put forth your greatest effort?
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Tell me about the last time you went “the extra mile” to do something because it needed to be done, even though it wasn't your responsibility.
- Give me a specific example of a time when you sold your supervisor on an idea or concept. How did you proceed? What was the result?
- Give me an example of when you had to go above and beyond the call of duty in order to get a job done.

Time Management/Organization/Prioritizing/Deadlines

- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?
- Describe a situation that required a number of things to be done at the same time. How did you handle it? What was the result?
- Tell me about a time when you failed to meet a deadline. What were the repercussions? What did you learn?
- Tell me about a time when you decided to say “No” when you were asked to help with a project. Why did you decide to say “No”? How did you handle the situation?
- What do you do when your schedule or project plan is upset by unforeseen circumstances? Give an example.

Leadership Abilities / Management Style - Delegating to, Motivating and Influencing Others/Coaching Others

- How would you describe your leadership and/or management style?
- How would others describe your leadership and/or management style? Why do you feel this is accurate / inaccurate?
- In a supervisory or group leader role, have you ever had to discipline or counsel an employee or group member? What was the nature of the discipline? What steps did you take? How did that make you feel? How did you prepare yourself?
- Give an example of your ability to build motivation in your co-workers, classmates, or on a volunteer committee.
- What is the toughest group that you have had to get cooperation from? Describe how you handled it. What was the outcome?

- Give me a specific example of something you did that helped build enthusiasm in others.
- Tell me about a time when you were able to provide a co-worker with recognition for the work they performed.
- What steps do you take to ensure that the work you delegate is successful?