GENERAL INTERVIEW QUESTIONS

1. Tell us about yourself.
2. What do you know about the position and company? Why do you want this job?
3. We have several well-qualified candidates for this position. Why should we hire you?
4. Where do you see yourself in 5 years?
5. What are your major strengths and weaknesses?
6. How would your previous colleagues and supervisors describe you?
7. What type of supervisor do you prefer?
8. What accomplishment are you most proud of and why?

Write your responses to two (2) of the above questions:

#___:

#___:

BEHAVIORAL INTERVIEW QUESTIONS

<table>
<thead>
<tr>
<th>DESIRABLE SKILLS</th>
<th>BEHAVIORAL INTERVIEW QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Give an example that demonstrates what type of leader you are.</td>
</tr>
<tr>
<td>Decision Making</td>
<td>Tell me about a time when you had to make a split-second decision.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Describe a time when a team member disagreed with your ideas. What did you do?</td>
</tr>
<tr>
<td>Initiative</td>
<td>Give an example of a time you were given no direction, but took the initiative to get something done.</td>
</tr>
<tr>
<td>Organization</td>
<td>Tell me about a time when you were overwhelmed by too many competing responsibilities. How did you prioritize your tasks?</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Give me an example of when something you tried to accomplish failed.</td>
</tr>
<tr>
<td>Communication</td>
<td>Describe a time when you were able to successfully convince someone to see things your way.</td>
</tr>
</tbody>
</table>
Use CARR responses to answer behavioral questions:

<table>
<thead>
<tr>
<th>Context</th>
<th>Describe a specific event or situation. Give enough detail and context for the interviewer to understand. Draw from campus, work, or community experiences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Describe the action that you took to address the situation. If you are describing a group project, focus on your role.</td>
</tr>
<tr>
<td>Result</td>
<td>What did you accomplish? If not a success, what did you learn?</td>
</tr>
<tr>
<td>Relate</td>
<td>How does this relate to the position you’re applying for?</td>
</tr>
</tbody>
</table>

Select one (1) behavioral question and write your CARR response below.

Desirable Skill: ________________________________

Context: _____________________________________________________________________________

____________________________________________________________________________________

Action: ______________________________________________________________________________

____________________________________________________________________________________

Result: ______________________________________________________________________________

____________________________________________________________________________________

Relate: ______________________________________________________________________________

____________________________________________________________________________________

QUESTIONS TO ASK THE INTERVIEWER

Ask thoughtful questions based upon the job description and your research on the company. Show that you’ve done your homework and are eager to contribute.

- What are the traits and skills of people who have been most successful in this position?
- How would you describe the management style and company culture?
- What is the nature of the training and supervision provided to new employees?
- What can the successful candidate expect to experience during the first 6 months?
- ALWAYS ASK: What is the next step in your interview process?

DON’T ASK about salary, benefits, or why the last person in the position left.

DON’T FORGET to shake hands, collect business cards, and send a thank you within 24 hours.

For more sample questions and interview tips, visit career.ucla.edu/students/CareerGuide.