



10 Common Interview Questions and Answers

Part One: Introductory Questions

1. Tell me about yourself.

- Create a short “Elevator Pitch” including your accomplishments, work history and credentials.
 - *Tip- If you are new to this career try to find examples in your work history that parallel skills in the job posting.*
- Relate everything to the job posting and tangible skills the employer is looking for.

2. What do you know about the company?

- This is where previous research comes in handy: Make sure to mention how you align with aspects of the company’s mission statement or other aspects of the company.

Part Two: About the Job

3. What are the most interesting about the job to you?

- Focus on a skill that aligns with an element on the job description. Focus on how this interesting aspect will allow you to use your strengths with the company.

4. How do you deal with high pressure jobs?

- Craft an answer that incorporates specific examples or skills you plan to implement in this position.

5. How do you deal with criticism and feedback in the workplace?

- Illustrate a value on open communication and opportunities for growth.

Part Three: About You

6. What are three qualities you have that would benefit this company?

- Tailor your answer to the job requirements and position description.

7. What was a recent significant mistake you’ve made?

- Be brief, spend more time focusing on what you have learned from the mistake than the mistake itself.

8. Why did you leave your last job?

- Remain neutral, and focus on the positive
 - *Tip- Use the phrase “I needed room to grow professionally.”*



9. What are your greatest strengths?

- Match skills in your skillset to the position description
 - *Tip-Give an example of a time that demonstrates multiple skills for an extra talking point.*

10. What is a weakness of yours?

- In no more than two sentences list a weakness and how you use your skills to learn from your weaknesses.

Bonus:

Do you have any questions for the interview committee?

- Always have a question or two ready, it can be about work environments or a specific question about the job.
 - *Tip-For person interviews, ask to see the space.*



Source

Human Resources University of Colorado Boulder (n.d.). *Answers to Frequently Asked Interview Questions*. Career Development. January, 2024,
https://www.colorado.edu/hr/sites/default/files/attached-files/answers_to_frequently_asked_interview_questions_3-25-21_with_logo.pdf