



50+ Most Common Interview Questions and sample replies

Tell us about yourself:

Sample: I am an interdisciplinary public health specialist with a master of public health degree and an unwavering dedication to public health. I am passionate about improving health and wellness through health promotion and community education. This position allows me to apply my community engagement background, outreach and collaboration skills. Given my expertise in managing complex projects, working with diverse populations, and problem solving, I am confident I have the talent to excel in this position.

1 What are your strengths?

Sample: My biggest strengths include: interpersonal skills, problem solving, compassion, and creativity. I not only love working with people, but I also love figuring out creative solutions to challenges.

2 What are your weaknesses?

Sample: Delegation. I tend to hold on to projects to make sure they are done to a certain standard. I absolutely understand the benefits of delegating projects to volunteers, interns, committees, and staff, where appropriate. Thankfully, I have had the opportunity to manage interns and train staff, which has helped me develop better delegation skills.

3 Why are you interested in working for [*insert company name here*]?

Sample: I am interested in working for the Public Health XYZ Corporation in collaboration with the PDQ Department of Public Health Office because every community has been affected by HIV. It is a preventable disease and treatment for people with HIV is very important.

4 Where do you see yourself in 5 years? 10 years?

Sample: Over the next five years, I hope to expand my supervisory experience so that in five years I can hold a director role in a community-based program much like this one. Ten years from now, I would love to have participated in some global public health missions.

5 Why do you want to leave your current company?

Sample: I am looking for an opportunity that will help me use the new skills I have gained in my public health degree related to epidemiology and data analysis.

6 Why was there a gap in your employment between *[insert date]* and *[insert date]*?

Sample: There are gaps in my employment history around moving out of state three times for my husband's education and work. I took advantage of these gaps by getting my master's in public health and starting our family.

7 What can you offer us that someone else cannot?

Sample: My non-profit experience required me to wear multiple hats, often learning on the job and thinking outside the box for creative cost-effective solutions. In addition, I learned the value of hard work and determination from my mom who owned her own business and raised four girls often on her own, as my dad traveled a lot. I have a few other unique skills, including budgeting, data analysis and evaluation, social media, graphic design, and marketing and communications. Personally, I am positive, energetic, and love spreading joy to others.

8 What are three things your former manager would like you to improve on?

Sample: 1. Delegating more, 2. Learning to say no, 3. Overthinking things/lack of confidence

9 Are you willing to relocate?

Sample: No, unfortunately I am unwilling to relocate.

10 Are you willing to travel?

Sample: Yes, I am willing to travel less than 50% of the time.

11 Tell me about an accomplishment you are most proud of.

Sample: I am most proud of the fact that I excelled in my masters of public health program, while pregnant and at home raising my three year old daughter.

12 Tell me about a time you made a mistake.

Sample: One particular learning experience happened at my first 5K run/walk event. I figured out how many cups, coolers and water bottles we would need for the event, but I didn't think participants would want water before the run. Participants ended up taking water bottles, drinking a few sips, and then throwing them away. We did not run out of water but we did have to ask people to reuse their cups. The following year, I made sure to bring extra water bottles and add a sign requesting people wait to take bottled water after the race.

13 What is your dream job?

14 How did you hear about this position?

Sample: I found this position while searching the job posts on Indeed.com.

15 What would you look to accomplish in the first 30 days/60 days/90 days on the job?

Sample: In the first 30 days, I would meet staff and relevant internal and external stakeholders, and get familiar with the office and the existing procedures and protocols. In the first 60 days, I would cultivate existing community relationships and build new community partnerships to help engage and educate the community. In addition, I would work on social media and get comfortable delivering training. In the first 90 days on the job, I hope to have gone to a number of community engagement meetings and delivered many successful trainings.

16 Discuss your resume.

17 Discuss your educational background.

Sample: I completed my master's in public health through the University of Vermont in 2018. In 2009, I graduated from the University of Rochester with a bachelor of arts in public health and a minor in Economics. I went to an international high school and received my International Baccalaureate degree and high school diploma in 2005.

18 Describe yourself.

Sample: I am a hard-working, creative, problem solver who loves helping people. I love nature and as such, make choices with our environment in mind. I love being active and exercising my creativity through dance and yoga. I am a native Texan who grew up in a large family. I attended an international school and was exposed to many cultures and different backgrounds early on. I have played team and individual sports since I was a child, so being a leader, as well as a team player, comes naturally to me.

19 Tell me how you handled a difficult situation.

Sample: My first year coordinating the International Wine Tasting gala for the Arthritis Foundation, I met our biggest event sponsor, who donated all the wine for the event. They were frustrated that the previous event manager implemented so many changes to the event and they were ready to walk away. I met with them multiple times to hear their concerns and let them vent. I brought with me my committee chair, a regional board member and father of someone with arthritis. Through these meetings, we learned that a very bad case of arthritis personally affected someone he loved dearly and that is what fueled his frustration. By acknowledging his concerns and involving him in the decision making, I was able to strengthen our relationship with the sponsor.

20 Why should we hire you?

Sample: My interdisciplinary community-based non-profit work and teaching experience is an excellent fit for this position, particularly combined with my compassion and ability to engage with others, determination, and problem-solving skills.

21 Why are you looking for a new job?

Sample: I am particularly motivated by a desire to help people and make a difference in our community.

22 Would you work holidays/weekends?

Sample: Depending on the holiday, yes. I am willing to work weekends for particular occasions.

23 How would you deal with an angry or irate customer?

Sample: I would make a connection on a personal level to better understand the issue from their perspective. I would let them vent and relay my compassion and understanding for their frustration. I would then share my ideas to remedy the situation and indicate a timeline for the goal.

24 What are your salary requirements?

Sample: Given my experience and education, my salary range is between \$50,000 and \$60,000, but is negotiable considering the entire compensation package.

25 Give a time when you went above and beyond the requirements for a project.

Sample related to work.

Sample related to education.

26 Who are our competitors?

27 What was your biggest failure?

Sample: I don't recognize failure, but instead view it as a learning experience. Some people would see my unemployment gaps as a failure. However, I spent that time growing, not only as a student, but also tackling new challenges and taking care of my family. I truly gained a sense of clarity moving forward in my career. I return to work reenergized, focused, and highly determined!

28 What motivates you?

Sample: Doing my best, finishing big projects, making people happy, and ultimately contributing to

a meaningful cause.

29 What's your availability?

Sample: I am available beginning Monday, October 8, 20--.

30 Who's your mentor?

Sample: from past work experience.

Sample: from past education experience.

31 Tell me about a time when you disagreed with your boss.

32 How do you handle pressure?

Sample: I do well under pressure and working with strict deadlines. I think this relates to my problem solving skills and my desire to tackle a challenge head on to get to a solution quickly.

33 What is the name of our CEO?

34 What are your career goals?

35 What gets you up in the morning?

Sample: My daughter, and putting a smile on a stranger's face.

36 What would your direct reports say about you?

37 What were your bosses' strengths/weaknesses?

Sample: My bosses' strengths were leadership, interpersonal skills, and having a hands-on approach. If I had to choose my bosses' weaknesses, it would be not taking time for herself and putting too much on her plate.

38 If I called your boss right now and asked him what is an area that you could improve on, what would he say?

39 Are you a leader or a follower?

Sample: I enjoy aspects of being both a leader and a follower. Occasionally, the best thing for a leader to do is to listen and let others lead. I enjoy working collaboratively and accomplishing goals as a team, no matter who is leading the group.

40 What was the last book you've read for fun?

Sample: I recently finished *Animals Make Us Human* by Temple Grandin, which is about creating the best lives for animals we are fortunate enough to share the world with. I am currently reading *What the Robin Knows*, which is about being present and in the moment in order to understand bird activity and what that activity reveals about multiple species of wildlife.

41 What are your co-worker pet peeves?

Sample: I do not enjoy when coworkers forget that the office is shared space and do not clean up after themselves. I'm also not a big fan of playing music over a radio, unless everyone agrees on what to play.

42 What are your hobbies?

Sample: My favorite hobbies are dance, cycling, and pottery. These three things allow me to be creative, enjoy nature, and stay healthy.

43 What is your favorite website?

Sample: One of my favorite websites is TED.com to watch TED Talks. I am very curious and love listening to the inspired thinkers of the world. There is so much to learn and so many fascinating ideas!

44 What makes you uncomfortable?

Sample: Lack of planning makes me uncomfortable. I like to plan because it gives me a sense of preparedness going into any situation.

45 What are some of your leadership experiences?

Sample: As a teaching assistant, I led student groups and gave presentations on critical public health and social services issues. I have experience managing interns, leading committees, managing hundreds of office and event volunteers, and leading and executing major non-profit fundraising events. I enjoy being a leader and putting my organizational and delegation skills to the test. I value the opportunity to listen and brainstorm with the team to establish the most efficient and effective plan of action.

46 How would you fire someone?

Sample: I would compliment them and thank them for contributing to the organization. Then I

would gently let them know that what they did/didn't do or just their work ethic is not a good fit for the organization and tell them that I have to let them go.

47 What do you like the most and least about working in this industry?

Sample: Public health is an incredibly rewarding field but the work can be frustrating as well. So many people need help and there is so much work to be done. Thankfully, a little work can go a long way and the benefit of positively impacting a person's life is immeasurable.

48 Would you work 40+ hours a week?

49 What questions haven't I asked you?

Sample: You haven't asked me about my favorite, most meaningful quote. Ever since I started playing soccer at age four my dad would tell me "Do your best, play fair, and have fun." I find that quote means just as much on the soccer field as it does off the field. All we can do is our best, rules are meant to be followed, and what is the point of it all if we are not having fun?

50 What questions do you have for me?

General:

1. What do the day-to-day responsibilities look like?
2. What are the organization's values? What characteristics do you look for in employees in order to represent those values?
3. What's your favorite part of working with this organization?
4. What does success look like in this position? And how do you measure it?
5. Are there opportunities for professional development? If so, what do those look like?
6. Who will I be working most closely with?
7. What do you see as the most challenging aspect of the job?
8. Is there anything about my background that makes you question whether I am a good fit for this role?

Specific to this job:

1. Is there a system in place to help individuals under the age of 18 get the services and care they need?