

## **Cedarville University | Career Services Office**

### **General Interview Questions**

- 1) Tell me about yourself.
- 2) Tell me about a time you had a conflict with an authority figure (coach, boss, etc.) and how you handled it.
- 3) Tell me about a time that you failed. How did you deal with the situation?
- 4) Tell me three weakness you have.
- 5) How do you compensate for your weaknesses?
- 6) Why is diversity in the workplace important?
- 7) Tell me the biggest obstacle or challenge you've faced and how you are working through it.
- 8) Tell me about a stressful work situation and how you dealt with it.
- 9) Tell me about a time you had to make an ethical decision and what you did.
- 10) What makes you unique? or What sets you apart from other candidates?
- 11) How would you support our DEI efforts?
- 12) Describe a time when your work was criticized and how you handled it.
- 13) Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- 14) How did you deal with the situation the last time your boss/authority figure chastised you or strongly disagreed with a statement, a plan, or a decision you made?
- 15) Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- 16) What is the most important thing you're looking for in a company/job besides salary?
- 17) I see you had an internship. Did you pursue a full-time job with them? What happened?

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### Possible Weaknesses

- 1 **Not a risk-taker**
  - *Want to make sure there are no mistakes, but takes longer than it should*
- 2 **Trouble delegating**
  - *Think no one can do it better than I can*
  - *Confident I can figure it out or people will think you're not good enough*
- 3 **Hard time saying no**
  - *See great opportunities, get spread too thin*
  - *People pleaser*
- 4 **Overly self-critical**
  - *Perfectionist, focus too much on details and get lost in the weeds*
  - *Take comments/criticism too personally*
- 5 **Not quick to give my opinion**
  - *Have good ideas but wait until someone else speaks up.*
  - *Lacks confidence*
- 6 **Avoid confrontation**
  - *Always want harmony*
- 7 **Multi-tasking**
  - *Focus and finish one project to completion*
- 8 **Need affirmation, it's too important**
  - *Strive to arrive early, stay late, make no mistakes, etc.*
- 9 **Not spontaneous**
  - *Feel like I need to be better prepared*
- 10 **Lack confidence**
  - *Introvert or tend to sit back and listen until comfortable with the team and subject matter*
- 11 **Impatient**
  - *Self-sufficient and find it difficult to rely on others to complete work*
  - *When things don't move fast enough or don't go well*
- 12 **Lack of organization**
  - *Difficult to keep space neat & clean*
  - *Realize it may affect efficiency*
- 13 **Fear of public speaking**
  - *I think too much about myself*
  - *Practice helps me relax*
- 14 **Trouble maintaining a healthy work-life balance**
  - *Overly zealous*
  - *Learn to structure day to reduce burnout*
- 15 **Not enough experience**
  - *Team leadership, delegating tasks, written communication, interpreting analytics*

#### Possible Components to your Answer

- 1) Give a **strength**
- 2) Show you're **smart enough** to know you have a weakness
- 3) You have enough **initiative** to do something about it
- 4) You're **improving** but want to continue to grow.

**Example:** *I'm very focused and sometimes I forget to step back and see the big picture. In fact, last semester I was working on a project when I remembered to stop and look at the assignment in its entirety. When I did, I realized I was going in the wrong direction and stepping back allowed me to see that. I corrected my course, and my professor was pleased with my final project.*

#### Quick Tips

- *Choose a weakness that will not prevent you from succeeding in the role.*
- *Be honest and choose a true weakness (Not I work too hard, too dedicated, too focused etc.).*
- *Provide an example of how you've worked to improve upon your weakness or learn a new skill to combat the issue. You're improving, but there is still room for growth.*
- *Don't be arrogant and don't underestimate yourself.*
- *Demonstrate self-awareness and an ability to look to others to provide you with the resources necessary for growth.*

| **There's a strength behind every weakness. The strength is in how you work to overcome it.** |