

Interview Questions Practice Sheet

Name: _____ **Date:** _____

Directions: This worksheet contains common questions asked at interviews. Each question has two sets of prompts. The first prompts are fill-in the blank style and the second prompts are short answer style. You may complete the ones that best fit your learning style. You will want to share this with your instructor to check if there are ways to improve your answers.

Job or opportunity I'm interested in _____

1. Tell me about yourself.

Fill-in the blank:

- My name is _____, and I am _____ years old.
- I go to school at _____.
- I like _____
(activity, hobby).
- I have experience in _____
(job, volunteering, or skills).

Short answer:

2. Why are you interested in this company/job?

Fill-in the blank:

- I want to work here because _____.

- I think I would be good at this job because

_____.

Short answer:

3. What are your strengths?

Fill-in the blank:

- I am good at _____.

- I can _____ (skill or task) very well.

- People say I am _____ (positive trait like helpful or friendly).

Short answer:

4. What are your weaknesses?

Fill-in the blank:

- Sometimes I have trouble with _____, but I am working on it.
- I want to get better at _____.
- I ask for help when I need it with _____.

Short answer:

5. How do you prioritize your work?

Fill-in the blank:

- First, I _____, then I _____.
- I make a list of what I need to do.
- I finish important tasks first.

Short answer:

6. Describe how you deal with conflict in the workplace or at school.

Fill-in the blank:

- If there is a problem, I try to _____.
- I talk to the person and _____.
- I ask for help from _____.

Short answer:

7. What is your preferred work environment/leadership style?

Fill-in the blank:

- I like to work in a place that is _____.
- I like when my boss is _____.
- I work best when _____.

Short answer:

**8. Tell me about a time that you disagreed with a co-worker or supervisor.
How did you resolve the situation?**

Fill-in the blank:

- One time, I disagreed with _____
and I _____ to resolve the issue.
- I listened to the other person and then I _____ to resolve the issue.
- The problem I had with my _____
was _____
and together we worked it out by _____.

Short answer:

9. Describe a time that you had to work together with someone.

Fill-in the blank:

- I worked with _____ on _____.
- We helped each other by _____.
- Together, we _____.

Short answer:

What are YOUR questions?

At the end of an interview, the interviewer will often ask, **“Do you have any questions for me?”** This is a great opportunity to show interest in the job and learn more about the position.

Below are some **examples of questions** you can ask. Which question would you want to ask? You can also take a few moments to come up with your own:

1. How would you describe a typical week/day in this position?
2. When will the decision be made as to who is hired?
3. What do you like about working for this company?
4. What are the expectations for the person in this position?
5. How will the preference be evaluated of the person you hire for this position?
6. Are there opportunities to grow in this company?

Write your own: