



# JOB INTERVIEW CHEAT SHEET



## TELL ME ABOUT YOURSELF

- Describe your career journey & its relevance to this new position
- Share what drew you to this position & how it relates to your work experience
- Keep it short & sweet - shouldn't last longer than 5 min

## NAME YOUR GREATEST WEAKNESSES

- Be authentic. Discuss a real weakness, but choose one that won't negatively affect the necessary function of the job.
- Explain your plan to improve on & grow from your weakness.

## NAME YOUR GREATEST STRENGTHS

- Identify strengths that are related to the role and tie them back to how they will aid you during your work.
- Explain how these strengths have helped your past roles in actionable ways.

## WHY DO YOU WANT TO WORK HERE?

- Research the company ahead of time and have specific reasons why you love it.
- Explain what specifically drew you to the role and its relation to your career journey.

## DISCUSS A TIME YOU HAD A DIFFICULT COWORKER & HOW YOU HANDLED IT

- This is a chance to discuss your soft skills & conflict management capabilities.
- Emphasize the need for positive communication & how you found a common ground.

## TELL ME ABOUT A TIME YOU FAILED

- Transform the story of the failure into how you learned from it.
- Identify a failure that had low consequences & resulted from an ineffective idea rather than a massive mistake.
- Share how you improved your work based on what you learned from the failure.

## HOW DO YOU HANDLE PRESSURE?

- Take this as an opportunity to explain how you stay organized & effective under stress.
- Point to a specific example where you've been able to navigate a high pressure situation & the skills you've developed to remain level headed in the face of stress.

## WHAT IS YOUR 5 YEAR GOAL?

- Share your ideal career trajectory as related to the role.
- Discuss specific dream projects & skill development you would like to work on within the role.

## WHAT IS YOUR GREATEST ACCOMPLISHMENT?

- Identify an achievement that highlights your skills & work ethic.
- Make sure to choose an accomplishment that can tie back to the role you're interviewing for.
- Back yourself with specific metrics - what effects did this accomplishment have on the success of the company?

## WHY ARE YOU LEAVING YOUR CURRENT ROLE?

- Be honest and professional when discussing your current role.
- Address your plans for the future and how they can be achieved through a new position.

## WHY SHOULD WE HIRE YOU?

- Use this question to discuss how your qualifications align with the needs of the position.
- If there are any skills or experiences you haven't had the opportunity to mention - take this moment to do so!

## DO YOU HAVE ANY QUESTIONS FOR US?

- Come prepare with a few questions, it will show the interviewer you took the time to consider the role
- This will give you a chance to learn more about the position and discuss unexplored aspects of the company.
- You're also deciding if this role is a right fit for you, take advantage of this moment to make an informed decision.

### HOW DID YOU HEAR ABOUT THIS ROLE?

- If you have a network connection at this company, this is your time to bring it up.
- This is an opportunity to express your interest in the organization and even mention some specific wins or case studies that stuck out to you.

### WHAT DO YOU BRING TO THE COMPANY?

- This question requires research. Look into the company's history and projects. Based on your research, see where your skills align with their needs. Provide specifics of how your skills can help their team.

### WHAT'S YOUR IDEAL WORK ENVIRONMENT?

- Be honest, but mindful. You don't want to work somewhere that has an incompatible work environment with you.
- Discuss previous office environments where you've felt comfortable and productive. Make sure to cover management styles, team dynamics, and work-life balance in your answer.

### WHAT MOTIVATES YOU?

- Think about what you've felt passionate about in past roles and what excited you about applying for this one.
- This could be anything from working on specific projects, hitting key milestones, or a desire to learn more about the industry.

### TELL ME HOW YOU DEAL WITH STRESS

- There are going to be stressful times in any role, your interview wants to make sure you won't crumble under pressure.
- Make sure to highlight your methods for organizing your priorities and managing your time.
- You want to prove that you are proactive when it comes to managing your stress. Discuss specific techniques that help you keep your composure and get the necessary work done.

### WHAT OTHER ROLES ARE YOU CONSIDERING?

- This question can be intimidating, but the company is simply trying to gauge your interest in the position.
- Be truthful about the roles you are interviewing for and make sure to leverage this strategically as it proves you are a desirable candidate.
- Make sure to end the discuss by expressing interest in the opportunity you're currently interviewing for.

### DESCRIBE YOURSELF IN THREE WORDS

- This question is normally used to gauge your cultural fit with the company and understand more of your personality.
- Make sure to showcase your strengths and tie your answer back to the workplace. Dig deep and try to be unique in your answer. Provide examples if you have any.

### DESCRIBE A TIME WHEN YOU SHOWED LEADERSHIP QUALITIES

- This is a chance to showcase your management skills and your innovative thinking.
- Start by giving them an overview of the situation and the project you were tasked with leading.
- Share the specific actions you took and the results you were able to yield.
- Then discuss how this contributed to your learning and growth. Share the mindset you have when it comes to leadership.

### SHARE A TIME WHEN YOU WENT ABOVE AND BEYOND

- This helps the interviewer understand your work ethic and commitment.
- Begin by giving an overview of the project you were assigned and your motivation behind putting in that extra work. Explain why you felt this specific project warranted going above and beyond.
- Then discuss the process of what you did to exceed expectations and the ultimate outcome of your work.

### WHAT ARE YOUR SALARY EXPECTATIONS?

- If the salary isn't posted with the job description, do market research to see what an average rate would be.
- Stick to a salary range rather than a specific number so that you aren't limited.
- When you share your expectations, back it up by sharing your rationale and the unique value you bring.

### TELL ME ABOUT A TIME WHEN YOU HAD TO DEAL WITH A CONFLICT AT WORK

- This is a chance to display your interpersonal skills.
- Think of a situation where you faced conflict with a coworker or a manager. Share the context of the conflict and how you initially processed it.
- Then discuss the path you took to resolve it, touching on the specific methods you used to come to a compromise.
- Don't reflect on this situation negatively, remain positive and professional.

### WHAT IS YOUR DREAM JOB, AND WHY?

- Briefly touch on your past experience again to contextualize your future growth.
- Then discuss how you hope to expand your career in the future, mentioning specific steps you want to take.
- When talking about your career growth, tie it to the specific goals you want to achieve in the role you're interviewing for.

### HOW DO YOU HANDLE CRITICISM?

- Give them context about the constructive criticism you received and the plan you implemented to improve your work.
- When answering this question, it's important to focus on how you were able to learn and grow from the criticism you received.

### TELL ME WHAT YOU LIKED ABOUT YOUR LAST ROLE

- Even if the role wasn't your favorite, find a few positive things to say.
- When answering this question, it's important to highlight your accomplishments and the tasks you completed.
- Share how the previous role helped you grow and better prepare you for the role you're currently interviewing for.

### TELL ME WHAT YOU DISLIKED ABOUT YOUR LAST ROLE

- Be honest, but stay professional. Don't talk disparagingly about your past employer, but it's okay to express your concerns.
- Frame the experience as a learning experience.
- Share how your past position has informed your current job search and how the role you're interviewing for matches what you're looking for.

### HOW DO YOU DEFINE SUCCESS?

- Success means something different to every person and how you define it says a lot about your goals and ambition.
- Consider how the company seems to define success based on its values.
- Discuss your view of success and share how you think it aligns with their overarching organizational values.

### WHAT DO YOU HOPE TO LEARN IN THIS ROLE?

- Review the company and job description to inform your answer for this question.
- Share your reasons for being drawn to the position, then discuss the details of skills and goals you want to achieve.

### HOW DO YOU HANDLE DIFFICULT CLIENTS?

- Give background information about the client and the specific difficulties you faced. Be respectful when talking about the client, even if you had a bad experience.
- Then touch on the plan you created and the actions you took to maintain a good relationship with your clients.
- End by talking about the final result of your efforts. Mention how you were able to keep your clients happy and achieve their goals.

### HOW DO YOU STAY UPDATED ON THE INDUSTRY'S LATEST NEWS?

- Think about how you keep in touch with industry updates - podcasts, newsletters, professional organizations, etc.
- Mention the ways that you stay informed and discuss why you trust these specific organizations.
- Talk about how these resources have developed your career growth and helped you excel in the workplace.

### HOW DO YOU PRIORITIZE YOUR TASKS?

- Make sure to be detailed with this answer. Start by sharing how you organize your day-to-day tasks. Then discuss how you manage your project loads and deadlines.
- Finally, talk about how you are able to tackle changing deadlines and priorities.

### CAN YOU EXPLAIN THE GAP IN YOUR EMPLOYMENT HISTORY?

- It's important to be truthful, but don't feel pressured to disclose specific details, especially if it's personal.
- Highlight the ways you continued to build your skills during your gap.
- End by emphasizing that you always had your sights set on returning to work and how excited you are for this opportunity.

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