

# 10 Common Interview Questions & How to Answer Them

Preparing for an interview can be stressful. With practice and preparation, it becomes easier. While interview questions vary based on the type of job and the organization, there are some common interview questions you can expect to be asked.



## **Tell us a little bit about yourself.**

Talk a little about your current role, and then give some background as to how you got there. Finally, talk about why you want—and would be perfect for—this role.



## **Why do you want to work for this organization?**

Organizations want to hire people who are passionate about their work. Focus on the organization's mission and talk about how your interests align with their mission and the work they do. Be specific.



## **What makes you uniquely qualified for this position?**

Connect your skills and experiences to those listed in the job description. Share specific examples that show how you have done similar or transferable work in the past.



## **What are your greatest strengths?**

Again, try to focus on strengths that match the requirements listed in the job description. If there's something you were hoping to mention because it makes you a great candidate, this would be the perfect time.



## **What are your weaknesses?**

This can be a tricky question because you do not want to be negative. Focus on a specific example of something that you struggle with but that you're working to improve.



## **Share an experience where you identified an error and had to report it.**

Emphasize how you would respond based on the severity of the error. This also is a good opportunity to discuss process improvement and strategize ways to prevent future errors.



## **Describe a conflict you faced at work and how you dealt with it.**

This question has two objectives. One is to understand how you deal with conflict. The second objective is to assess your ability to work as part of a team. Give a specific example. Focus more on the resolution than the conflict.



## **How do you prioritize and manage your tasks when you have multiple deadlines?**

You want to show that you are good at time management and that you can prioritize tasks when needed. Describe a time when you were pressed for time and had to balance multiple deadlines.



## **What are your goals for the future?**

Employers want to understand whether the role and organization fit your plans. Explain how you think this role could help you reach your long-term goals.



## **Why are you leaving your current job?**

Don't focus on the negative aspects of your current role. Focus on the future. Explain why you are attracted to this role (e.g. better work-life balance or how it aligns with your goals).

# Prepare for Your next Interview

Remember to keep your responses focused on your work or volunteer experiences. Be specific and focus on the positive!



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**What makes you uniquely qualified for this position?**

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**What are your greatest strengths?**

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**How do you prioritize and manage your tasks when you have multiple deadlines?**

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**What are your goals for the future?**

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**Why are you leaving your current job?**

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**What questions do you have for us?**

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