

How Will You Respond?

For Your Portfolio: Type responses to these questions.

Prepare thoughtful, complete answers to the following questions. These are questions frequently asked of applicants. You can expect to be asked these or similar questions. Before answering, consider why the interviewer would ask a question like this – what are they trying to learn about you? When answering, be honest, give examples, and relate your responses to prior experience. Your portfolio will serve as a good source of documentation of your skills. Review it before your interview. You may choose a couple of samples to take with you to the interview. In preparing your responses, keep in mind a job for which you are preparing to interview for soon or a job for which you hope to interview in the near future. **Use examples from your portfolio to support your responses.**

1. How would you handle a new project that I might give to you? (Show an example of a project from your portfolio and explain how you organized it.)
2. What does responsibility mean to you? (Give an example of when you showed responsibility See Activities and Accomplishments Folder.)
3. What can you contribute to our organization? (Explain the skills you have that you **know** the company needs. Use your portfolio to document those skills.)
4. How would your supervisor describe you? (Show letters of recommendation from your portfolio. Highlight the comments made in those letters.)
5. What do you consider your strengths? Weaknesses? (Give examples: refer to the work you did on this in **"MY FUTURE PLANS"**)
6. Describe a personal accomplishment that you are very proud of. (If it is in your portfolio, show it.)
7. Describe your problem-solving process. (Give an example – see Portfolio.)
8. What does teamwork mean to you? (Give an example of your contribution to a team. See Teamwork in the Activities and Accomplishments Folder.)
9. If you could pick your perfect job, what would it be? (Review Future Plans research)
10. Tell me about your goals and how you plan to accomplish them. (Review Future Plans)
11. Why do you think you would like to work for our company? (Use information found in researching the company.)
12. What do you know about our company? (Use information found in researching the company.)
13. Why did you leave your last job? (Make it positive!)
14. Why do you want this job?
15. What qualifications do you have that make you think you will be successful in this job? (Use **"MY FUTURE PLANS"** in your Portfolio.)
16. Which of your strengths contribute most to your leadership ability? (See Teamwork in the Activities and Accomplishments Folder.)
17. What are your favorite classes in school? Least favorite? Why?
18. What are your educational goals? Do you plan to continue your education? (Use the goals you set in "My Future Plans.")
19. What do you do in your spare time?
20. Give some examples of projects on the job or in school in which you were highly motivated. (Use examples from your Portfolio.)
21. Describe a situation at work or school when you have needed to make a decision and were uncertain about the outcome.
22. What important goals have you set in the past, and how successful have you been in working toward accomplishing them? (See Future Plans folder)
23. Sooner or later, everyone makes a mistake. What was the most significant mistake you made on your job or in school? How did you handle the situation and what did you learn from it?
24. What are the most crucial things you have learned on the first few jobs?
25. On a scale of 1 to 10, how would you rate yourself as a team worker or player? Why? (Use Teamwork examples and evaluations from your Portfolio.)
26. Tell me about a time when you had to cope with strict deadlines or time demands.
27. Describe your creativity and tell about a time when you were pleased with your use of it. (Sample in Best Work)
28. How do you define customer service?
29. What would you like to improve about yourself in order to be more effective in your career?