

UNIT 1 General Questions

- Tell me about yourself
- How did you hear about this position?
- Why do you want to work at this company?
- Why should we hire you?
- What can you bring to the company?
- What are your greatest strengths?
- What do you consider to be your weaknesses?
- What is your greatest professional achievement?
- Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
- Tell me about a time you made a mistake.
- Tell me about a time you failed
- Why are you leaving your current job?
- Why was there a gap in your employment?
- Can you explain why you changed career paths?
- How would your boss and coworkers describe you?
- What do you like least about your job?
- What's your work style?
- What do you like to do outside of work?
- What are you passionate about?
- How do you prioritize your work?
- How do you like to be managed?

UNIT 2 Accountability

- Can you provide examples of times in the past where you have missed a deadline or dropped the ball?
- Give me an example of a time when you didn't have the structure /resource you needed to be successful. How did you address that?
- Tell about a time when you held a colleague accountable
- Tell me about a time when you received negative feedback
- What have your previous jobs taught you?

UNIT 3 Active Listening

- Can you remember a situation when you did not pay attention to someone telling you something important?
- Do you find yourself leading the conversation or listening to the conversation more?
- From what you've heard about the position from the other interviewers, what intrigues you the most? Is there anything that was surprising?
- What do you think matters more to keep a conversation going to listen, or to talk?
- What is the most thoughtful advice you have ever received?

UNIT 4 Coachability

- In what capacity have you worked as part of a team in the past? How did you feel about collaborating with others?
- Tell me about a time when you received feedback from your manager or co-worker and then used that feedback to improve your work.
- What is one area, personally or professionally, where you see the need for improvement in your life?
- What management style gets the best results out of you?
- When was the last occasion you asked for direct feedback from a superior? Why? What was the feedback? What did you do with that feedback?

UNIT 5 Collaborative

- Based on your experience, which team/department (different from your own) is most important to collaborate with?
- Describe a recent team experience that you found personally rewarding.
- How should you onboard a new team member?
- Talk about a situation where you created a productive relationship with someone on another team/department.
- What habits and values promote teamwork and collaboration?

UNIT 6 Communication

- Give an example of how you carefully considered your audience prior to communicating with them. What factors influenced your communication?
- Have you ever been confronted with a task to speak in front of a big group of people?
- How do you prefer to receive feedback?
- How do you prioritize tasks and projects? How do you communicate this prioritization with those involved?
- Tell me about a time when you were communicating with someone and they did not understand you. What did you do?

UNIT 7 Competitive

- What kinds of sacrifices have you had to make to be successful?
- What's the biggest "win" you've celebrated in your career?
- What's the next professional development skill you want to work on in your career? When are you going to work on it?
- When was the last time you were competitive at work?
- Where is your confidence the highest? The lowest?

UNIT 8 Confidence

- Can you describe a time when you had a different opinion than your boss, and how you approached the situation?
- How would you rate your skills in [any activity] on a scale from one to ten?
- How would you start a conversation with a stranger? What topic of conversation would you pick?
- If you could claim to be an "expert" in anything (personal or professional), what would it be and why?
- Tell me about a time when you had to convince another team member or leader to buy into a new idea or project. How did you accomplish this?

UNIT 9 Conflict Management

- Describe the actions and behaviors of your current/former manager or supervisor that you respond to least effectively?
- Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?
- How would you advise a team member who complained about a coworker's behavior?
- What would you do if your manager gave you negative feedback on the way you approached a problem?
- When was the last time you had a disagreement with a peer? How did you resolve the situation?

UNIT 10 Creativity

- Every creative needs an outlet. What creative work do you like to do in your own time?
- If you could tweet how you're feeling in your interview right now, what would it say?
- If you wrote a book about your career so far, what would you title it? Why?
- Tell me about a business problem that you had to solve in a unique or innovative way. What was the outcome?
- Tell us about a time when you had to deal with ambiguity in a project

UNIT 11 Curiosity

- Describe two or three major trends in your profession today.
- Tell me about a time when you changed your mind about something.
- Tell me about something that you have recently learned on your own, outside of work.
- What new skills have you learned over the past year?
- What's the most recent topic you've Googled for work?

UNIT 12 Customer Focus

- Describe a time when you exceeded a customer's expectations
- Describe a time when you had to deal with a difficult customer problem. What was the outcome? What did you learn?
- How do you gather customer feedback? How do you implement that feedback into your work?
- Tell me about a time when you turned an unhappy customer into a delighted customer.

UNIT 13 Decision-Making

- Between an expensive but popular tool or a cheaper, less feature-heavy one, which would you choose and how?
- Describe the process you followed to decide that you want to apply for this job.
- Do you have a process or a methodology that you typically use when you are making decisions?
- If you had the opportunity to select a new employee, what criteria would you use to determine who to hire? What's important to you in making this decision?
- Think about a time when you had several options from which to choose, but none of them were sufficient to meet your goal. How did you decide which option to follow?

UNIT 14 Diversity

- Give me an example of a time when you applied your personal values toward diversity and inclusiveness.
- How would you describe an inclusive work environment?
- Tell me about a time when diverse perspectives improved the outcome of a project or team you worked on.
- What is your approach to understanding the perspectives of colleagues from different backgrounds?

UNIT 15 Drive

- How do you define success?
- What is your definition of hard work?
- What is your perfect job?
- What motivates you in your job? What motivates you outside of your job?
- Where do you want to be 5 years from now?

UNIT 16 Efficiency

- If you could set up your ideal work day, what would your schedule look like?
- Tell me about a time you were up against a deadline. How did you organize your time? What actions did you take to meet the deadline?
- Think about a time when you have encountered an ineffective process. What steps did you take following this discovery?
- What do you do when someone else is blocking you from completing a task. How do you communicate this to them?

UNIT 17 Empathy

- Are you helpful by nature? How so?
- Describe a time when you had to deliver difficult news. How did you go about it?
- If you were in my position, what skills do you think would be most important to the role you've applied for?
- What kind of things or people inspires you?
- What volunteer or social activities have helped you develop professional skills?

UNIT 18 Ethics

- Can you share a story (about anything) that speaks to who you are from a values perspective?
- Describe a time when you encountered a fellow employee behaving unethically. How did you respond?
- Has your supervisor or organization ever made a decision that you ethically disagree with? How did you handle that situation?
- Have you ever had an issue of ethics arise in past positions? What happened? How did you handle it?

UNIT 19 Flexibility

- Describe some changes (of methodology, business processes, schedule) that happened to you in your current or past job. How did the changes affect your work? How did you cope with them?
- Give an example of a time when you had to quickly change project priorities. What steps did you take to initiate change?
- Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?

UNIT 20 Goal-oriented

- Give an example of an important goal that you set in the past. Tell me about your success in reaching that goal.
- Is it better to be perfect and late, or good and on time?
- What have you done professionally that you succeeded at, but isn't an experience you'd want to repeat?
- What project would you consider your most significant career accomplishment to date?