

# Common Interview Questions

Office of Career Development

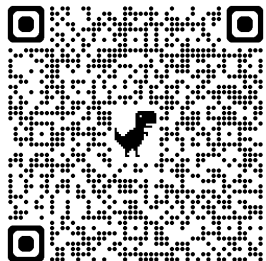
Building B119

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Interview Question	What They Are Assessing	Tips on Crafting Your Answer	Sample Answer
<b>Tell me about yourself.</b>	Your ability to present yourself clearly and concisely.	Summarize your education, relevant experiences, and skills, highlighting why you're a strong fit. Use the NEWS Method: <b>Name, Education, Wants, Skills</b>	<i>Hi, I'm [Your Name], currently studying [major] at Northeastern Illinois University. I'm looking for opportunities where I can [what you want to do or achieve], and I'm excited to apply my strong skills in [specific skills] to this role."</i>
<b>Walk me through your resume.</b>	Your ability to clearly and confidently summarize relevant experiences and how they connect to the role	Don't recite your resume word-for-word. Focus on your most relevant experiences and accomplishments and emphasize what skills you gained or what you learned. Keep your summary to 1-2 minutes.	<i>"I started my career with an internship at [Company], where I developed skills in [skills]. After that, I joined [Organization] as a [role], focusing on [responsibilities], which helped me strengthen [additional skills]. Most recently, I've been involved in [project or initiative], and these experiences have prepared me to contribute to this role by [how skills align with the position]."</i>
<b>Why do you want to work here?</b>	Your interest in the company and how well you fit in long-term, showing that you've taken the time to learn about the organization.	Show that you've researched the company and align your values with theirs.	<i>"I admire [company's] commitment to [specific value/initiative], and I believe my skills in [area] can contribute to your team's goals."</i>
<b>What would you do in your first 30 days here?</b>	Your initiative, planning skills, and ability to adapt quickly to a new role.	Demonstrate a proactive mindset by explaining how you'll learn the company, understand your role, and add value through actions like meeting your team and identifying priorities	<i>"In my first 30 days, I would learn the company's processes and culture, meet my team and stakeholders to understand priorities, identify where I can contribute, and begin small projects to quickly add value"</i>
<b>What are your strengths and weaknesses?</b>	How you handle self-improvement and if you're proactive about overcoming challenges.	Be honest about a real weakness, but focus on the steps you're taking to improve. Highlight a strength that balances or relates to the weakness. Employers care about self-awareness and growth, not perfection.	<i>One of my strengths is attention to detail, which helps me produce high-quality work. A weakness I've been working on is perfectionism. I sometimes spend too much time on small details. To improve, I've started setting realistic goals and prioritizing efficiency, which has helped me complete tasks more effectively while maintaining quality"</i>
<b>Where do you see yourself in 5 years?</b>	Your long-term interest and your potential for career growth.	Show that you're committed to growth and align your goals with the company's.	<i>"I see myself growing in a role where I can contribute to [company's goal] and continue developing my skills in [specific area]."</i>
<b>Why did you leave your last job?</b>	Your motivations and whether you're looking for a positive, forward-moving opportunity.	Keep it positive and focused on career growth.	<i>"I was seeking new challenges and opportunities for growth, and this role aligns more with my career goals."</i>
<b>Tell me about a time you faced a challenge.</b>	Your problem-solving, teamwork, and time management skills.	Use the STAR method (Situation, Task, Action, Result).	<i>"During a project, we faced a tight deadline. I took the initiative to organize the team and delegated tasks, resulting in completing the project on time."</i>
<b>Describe a time you worked in a team.</b>	Your teamwork and leadership abilities.	Show how you contributed to team success, focusing on collaboration.	<i>"In a group project, I coordinated with my teammates to delegate tasks and ensured we met deadlines. Our collective effort led to a successful project."</i>
<b>How do you handle feedback?</b>	Your receptiveness, self-awareness, adaptability, and willingness to learn.	Show that you listen, reflect, and implement feedback. Include an example of how feedback led to improvement.	<i>"A student I was tutoring mentioned that my explanations were confusing. After I revised my approach, used examples, and asked for feedback regularly, their understanding of the topic improved."</i>

<b>Tell me about a time you had to give a coworker feedback for a mistake. What was your approach?</b>	Your informal leadership, communication, professionalism, and empathy.	Show that you gave feedback respectfully and constructively. Highlight collaboration and positive results.	<i>"While organizing a campus fundraiser, a volunteer was duplicating tasks that others were already handling. I spoke with them privately, suggested how to focus on a different task, and offered guidance. This improved efficiency and teamwork"</i>
<b>Tell me about a time you disagreed with your manager or team.</b>	Your collaborative, conflict resolution, communication, problem-solving, adaptability skills.	Use a situation where the disagreement was constructive. Show how you listened, communicated your perspective respectfully, and reached a solution.	<i>"My manager and I had different opinions on prioritizing tasks. I explained my perspective using data and examples, listened to their concerns, and we agreed on an approach that improved efficiency. The project was completed on time and exceeded expectations"</i>
<b>Describe a time you used data to make a decision. How did you use analytics to solve the problem?</b>	Your problem-solving, analytical thinking, decision-making, data literacy, and evidence-based decision skills.	Highlight the problem, the data you analyzed, and the impact of your decision. Focus on measurable results if possible.	<i>"At my part-time job at a bookstore, I noticed certain books weren't selling. I organized a small display and promoted them on social media. Sales of those books increased by 25% in two weeks"</i>
<b>Tell me about a time you had to persuade someone with a different opinion to adopt your idea?</b>	Your persuasion, communication, empathy, and informal leadership skills.	Show respect for the other person's perspective. Explain how you built consensus and influenced the outcome.	<i>"During a group project, a teammate disagreed with my approach to dividing tasks. I listened to their concerns, explained my reasoning, and we came up with a new plan that incorporated both of our ideas. We tested it, and it improved our efficiency and teamwork"</i>
<b>Describe a time you identified a problem no one else noticed. What action did you take?</b>	Your initiative, problem-solving, and proactive action.	Choose a situation where your initiative added value. Focus on the steps you took and the positive outcome.	<i>"In planning a fundraiser, I noticed that the budget projections were off, which could have caused overspending. I alerted the team, suggested adjustments, and updated the plan. The event stayed on budget and was more successful than expected"</i>
<b>Tell me about a time you had to manage multiple tasks or priorities at once.</b>	Your time management, organization, prioritization, and problem-solving skills.	Pick a situation where you successfully balanced competing responsibilities. Explain how you prioritized tasks and stayed organized. Highlight measurable or positive outcomes if possible.	<i>"During finals week, I had three major assignments due. I created a detailed schedule, breaking tasks into smaller steps and dedicating specific time blocks for each. By staying organized and focused, I completed all assignments on time and received strong grades."</i>
<b>How do you contribute to a positive team environment?</b>	Your collaboration, communication, leadership, and interpersonal skills—specifically how you contribute to a positive, productive team environment.	Highlight ways you encourage collaboration, support teammates, and resolve conflicts. Include a brief example that demonstrates your impact on team performance.	<i>"I foster a good team dynamic by actively listening to team members, encouraging open communication, and supporting others when needed. For example, during a group project, I coordinated regular check-ins and clarified roles, which kept everyone aligned and improved our efficiency"</i>



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If you need assistance in scheduling one, email us at [ocs@neiu.edu](mailto:ocs@neiu.edu)