



Practice Interview Questions

To maximize your time with a hiring manager, practice and prepare for the interview. Below are some questions which can help you organize your thoughts. As you practice, try to:

- Create a unique response for each potential question
- Include as much detail as possible, but stick to the facts and tell your story
- Don't forget to share insights gained and professional lessons learned when possible and appropriate
- Do your best to quantify your statements (i.e. "As a result of our efforts, we reduced processing time by xx%.")

Questions to Consider and Prepare for

1. Tell me about your greatest accomplishment on the job.
2. Tell me about a difficult situation you encountered at work and how you overcame it.
3. Give me three adjectives you would use to describe yourself and examples of your work style to support them.
4. Give me three adjectives you would use to describe your weaknesses/areas for improvement and the reasons why you feel you need to work on these.
5. If I was to ask a co-worker about you, how would they describe you on-the-job?
6. Tell me about a time where you were required to work with a difficult person (i.e. client, co-worker, manager, etc.). How did you handle the situation? What was the outcome?
7. If you were given a task to complete in an unrealistic time frame, what would you do?
8. If someone came to you with an enthusiastic, yet unrealistic request, how would you handle it?
9. Why are you looking to leave your current position?
10. What do you want to get out of your next job?
11. Tell me about the best manager you ever had? Now tell me about the worst?
12. What are the three most valuable things you've learned while working in your current position?
13. What was the biggest mistake you've made on a job? How did you handle the failure?
14. What do you feel makes you successful in your current role? Give an example.
15. What do you think makes a company good to work for? What do you like about your current company? What could be better?
16. Do you prefer working alone or in teams? Give examples of how you have worked successfully both alone and in a team? What do you attribute your success to?
17. What are your business philosophies – what do you feel must be present in a successful business?
18. What skills are you looking to develop in your next job? Why?



Questions to Ask

Do your research and be prepared with questions to ask the interviewer. Below are some questions which can guide you in learning if the company is a right fit for you. Be sure to re-write or re-phrase the questions into your own words so they sound natural.

Don't forget, regardless of the role or type of job you are interviewing for, never ask about money, rates, benefits or bonuses in the initial interview. Focus your questions on the interviewer, then the company, and finally on you.

Step 1: Connect with the Interviewer

- How did you join the company? What makes you stay?
- What has this company taught you?

Step 2: Learn About the Work Environment / Industry

- What makes the department I'd be working in successful?
- I've done my homework on the company, but I'd love to hear you describe the corporate culture here in your own words?
- What makes this a great place to work? And since no company is perfect, what could be improved upon?
- What traits do you feel a person needs to be successful at this company?
- Can you give me an example of a recent hire that has been successful?
- How does the company measure its success? What evaluation criterion do they use?
- What are the three greatest strengths of this company? What are the three greatest strengths of the department I'd be working in?
- What are the three biggest challenges the company faces this year? And for the department I'd be working for?
- What are the greatest challenges this industry is facing?

Step 3: Ask for Feedback

- How can you see someone with my background fitting in with the team?
- What are the next steps in the hiring process?

Good luck!



Online Resources

www.bridging-the-gap.com

Starting a business analysis career

Blog posts and articles written by BAs, for BAs at all stages of your career

* Author Laura Brandenburg will present at IIBA MSP's September event – RSVP today!

www.careerealism.com

10 Steps to a successful job search

7 Steps to Power Your Way to a Promotion

How Impressive is your Elevator Pitch

Negotiate a Great Salary (even in a recession)

Quantify Your Accomplishments

www.careerempowering.com

How to numerate and quantify your accomplishments

(www.careerempowering.com/resume-empower/calculating-results.html)

www.keppiecareers.com

Quantify your accomplishments to stand out in a crowd

www.readysethired.com

10 easy steps to get the job you want

Quantify and Quality worksheet:

(readysethired.com/chapters/chapter2/documents/2_resume_quantify_&_qualify_worksheet.pdf)

www.modernanalyst.com

Career forums

Resume and Interview tips & articles

Behavioral Interviewing Prep:

Sample Behavioral Interview Questions:

northtexaslead.org/wp-content/uploads/2011/05/Sample-Behavioral-Interview-Questions.pdf

Competency Based Behavioral Interviewing:

utsa.edu/careercenter/PDFs/Interviewing/Behavioral%20Interviewing%20Summary.pdf

An interviewer's "Key Steps" Checklist (know what to look for in a question)

capsnet.usc.edu/ProfessionalDevelopment/SupportTools/.../BehavioralIntvKeyStepsChecklist.pdf



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Culture – Trissential is committed to building a unique culture of talent, teamwork, continual improvement and community. It’s in our passion for improvement.