



PREP INTERVIEW QUESTION BANK



Situational Questions

- 1 How would you handle a situation where you're working on a tight deadline, but a colleague crucial to the project falls ill?
- 2 If you noticed a coworker struggling with their workload, how would you approach the situation?
- 3 What would you do if you disagreed with a decision made by your supervisor?
- 4 How would you handle a situation where a client is unsatisfied with your work?
- 5 If you were assigned a project you felt unqualified for, how would you proceed?
- 6 What would you do if you made a mistake and no one noticed?
- 7 What would you do if your manager asked you to do a task you've never done before?
- 8 What would you do if you an angry dissatisfied customer/client confronted you? How would you resolve their concern?
- 9 What if you felt dissatisfied with your quality of work? How would you try to improve it?
- 10 Consider a scenario where a customer insists on speaking to a manager, but you're the only person available. How would you approach this?
- 11 How would you try to ensure you made a positive impression when meeting an important client for the first time?
- 12 How would you respond when you aren't feeling motivated some days?
- 13 Consider a situation where you needed approval from a manager to move to the next step of a project, but they're taking a long time to respond. How would you approach this scenario?
- 14 What do you do to ensure you and your team members communicate effectively during projects?



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Skills Based

- 1 Give an example of a time when you used strong communication skills at work.
- 2 Discuss a time when you had to handle a conflict at work?
- 3 Describe a time when you had to adapt to a new situation.
- 4 Talk about a time when you had to handle conflicting deadlines at work?
- 5 Give an example of a time when you demonstrated organizational skills.
- 6 Give an example of a time when you solved a problem using critical thinking.
- 7 How do you make sure you consistently provide quality of work?
- 8 What are some ways you keep track of important project details?
- 9 How do you make sure you understand your project responsibilities?
- 10 Describe a time when you were able to demonstrate your leadership abilities.



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Behavioral Questions

1

Ensures Accountability: Holding self and others accountable to meet commitments.

Q: Recall a time you made a mistake while working with others and had to make it right

2

Collaborates: Builds partnerships and works collaboratively with others to meet shared objectives.

Q: Tell me about a successful experience you've had implementing something across the organization

3

Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Q: Tell me about a time when you had to communicate something important to someone who did not understand your industry.

4

Manages Complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problem.

Q: Describe a time you faced conflicting data about a problem and you weren't sure how to approach it.

5

Manages Conflict: Handling conflict effectively and independently.

Q: Tell me about a time you saw a conflict coming and were able to avoid unnecessary disruption or interference.

6

Nimble Learning: Actively learning through experimentation when tackling new problems, using both successes and failures as learning.

Q: Describe a time when you had to try multiple times in order to find the right solution.

7

Resourcefulness: Securing and deploying resources effectively and efficiently.

Q: Give me an example of a time when you were faced with a challenge due to a change in resource requirements.

8

Drives Results: Consistently achieving results, even under tough circumstances.

Q: Tell me about a time you got results that far exceeded your own expectations.

9

Demonstrates Self-Awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

Q: Tell me about a time when a performance review did not go as well for you as you had expected.