

# Job Interview Cheat Sheet

## Tell me about yourself.

- Share your work journey, focusing on experiences that apply to this job.
- Talk about your passions and hobbies and what skills they have helped you develop.
- Aim to keep this under 2-3 minutes.

## Why do you want to work for this company?

- Show you have done your research and mention things you really like about the company.
- Relate it to the position and how you align with it.
- Be passionate and excited.

## What is the hardest problem you have tackled?

- Explain the problem and its importance.
- Discuss how you approached the problem despite the difficulty.
- Explain clearly how you solved the problem and the impact that it made.

## How do you deal with pressure or stressful situations?

- Share an instance when you remained calm despite the turmoil.
- Discuss your continuous journey of improvement, and talk about how you have learned with every new experience.

## What are the main strengths you will bring to us?

- Discuss your main strengths in relation to the role.
- Talk about how these strengths developed through your experiences.
- Share how you think these strengths will directly benefit the company.

## What are your weaknesses and how would you improve them?

- Share actual weaknesses, not “I work too hard.”
- Ensure the weakness is not a core skill for the role.
- Show them the action steps you have in place to improve this weakness.



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**Describe a situation where you had to handle multiple priorities. How did you manage your time?**

- Describe how you were organized and prepared.
- Discuss what techniques you used to multitask.
- Use a specific example and discuss the impact of the result.

**Tell me about a time you couldn't meet a deadline and how you decided to handle it.**

- Discuss honestly how things didn't go as expected.
- Share how you reflected on the situation and learned a lesson.
- Explain how you would have handled it with this new knowledge.

**What sets you apart from other candidates?**

- Talk about your top strengths and ensure you relate them back to the role.
- Discuss any unique strengths and how you built them.
- Bring in your extensive research about the company.

**Share an example of when you worked with a difficult person. How did you handle it?**

- Explain how you communicated very clearly with them to ensure nothing was missed.
- Share that you went in with empathy as you never know what others are going through.
- Discuss how you reached a common ground and what you learned from it.

**Do you have any questions for us?**

- Use this time wisely. It's a great way to show your research on the company.
- Select 3-5 very precise and important questions.
- Ask your questions politely and with respect.
- Have a few more questions than you think you will need.

Modified from Chris Donnelly  
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