



ZARADIGM
GROWTH AT WORK

You're in It To Win It!

THE WINNER'S
JOB INTERVIEW
PREP TEMPLATE

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“What plans have you developed for your organization? Which Goals have been achieved? How did you get other people involved?”24

“How do you handle multiple projects?”25

“Tell us about a time when you influenced the outcome of a project?”25

“How do you keep involved parties informed of the project progress?”26

“How would you get a project that is stuck in ‘analysis paralysis’ back on track?”26

“What do you do when you face a lack of cooperation or poor communication?”27

“Let’s say the organization faced a peak and everyone was over-loaded with work. how does your team still meet job assignments?”27

“Share an example of a challenging situation where you kept your composure even when others were intense.”28

“Describe a difficult working relationship you’ve had and how you improved that relationship.”28

“How do you deal with problems or obstacles you did not anticipate?”29

“Can you give an example of how you (a) identified and (b) solved a problem between departments, projects, or you and a co-worker?”29

“What do you do when something comes up in a meeting that wasn’t planned?”30

“Describe a time when you were stressed and reached your limits.”30

“Whats a good example of a time when you used great judgment and logic in solving a problem?”31

“Describe a time when you dealt with hostility or resentment in one of your subordinates.”31

“Tell us about a time when you were upset on the inside but had to remain calm on the outside?”32

“Tell us about a time when you had to separate the person from the issue in order to resolve a difficult situation.”32

“Please provide an example that shows how there is more than one way to solve a problem.”33

“Give an example of a time when you were able to build motivation in your subordinates or coworkers.”33

“How do you approach others when they resist accepting your ideas?”34

“What was the hardest team you have worked with? How did you make the collaboration work”34

“Have you ever managed a person who’s work was sub-par? How did you lead that person?”35

“How do you interact with people who exceed your expectations?”35

“How do you get the people you lead to work at their peak potential and grow further?”36

“How do you reward Excellence at work?”36

“How do you manage cross-functional teams?”37

“Describe a time when you had to make an unpopular decision.”37

“How do you contribute to creating an environment of collaboration?”38

“How have you adjusted your style when it was not meeting the objectives or people did not respond well?”38

“A challenging project you’re assigned to reaches a peak, requiring temporarily to work 60+ hours per week. How do you adapt?”39

“Tell us about a training program you have developed or enhanced.”39

“Share your thoughts on the statement “The success of a manager can be measured by the promotability of her/his team.”40

“How does your role contribute to your organization’s or business unit’s goals?”40

“Share about a time you had to navigate a politically complex situation.”41

“How have you handled written communication in a remote / virtual work environment?”41

“Give us an example of a project that describes your organizational skills.”42

“What do you do when your schedule is suddenly interrupted?”42

“Share a time when a mistake you made was due to you not listening well.”43

“Describe a time when you had to use confrontation.”43

“In what ways or areas are you trying to improve yourself?”44

“Share a time when you had to go above and beyond the call of duty to get a job done.”44

“Please share an example how you attribute your professional strength to your work.”45

“How do you coach and employee in completing a new assignment?”45

“What do you look for when you hire for a position?”46

“How do you set goals with subordinates? Do you involve them in the process?”46

“How Do subordinates know what you expect of them?”47

“What performance standards do you have for your business unit?”47

“Describe the steps you have used in the past to set a vision for your unit or position”48

“Tell us about a time when you had to had to make changes to current responsibilities to meet future needs.”48

“What was the toughest management decision you’ve had to make?”49

“How have you dealt with setbacks?”49

“What is the most competitive situation you have faced?”49

“How do you approach having to do several things at the same time?”50

“How do you typically plan your day to manage your time effectively?”51

“How many projects do you work on at once?”51

“Which of your past roles had the most rapid change?”52

“Give an example of how you have helped create an environment where differences are valued, encouraged and supported.” ...52

“Tell us about a time when you successfully adapted to a culturally different environment?”53

“Share an example of how you made an intentional effort to get to know someone from another culture or to understand their perspective?”53

“What have you done to further your understanding about diversity?”54

“Share an example where you had to come to a decision relatively quickly.”54

“Have you ever led a group of peers? Share how you’ve handled it.”55

“Would you describe yourself as an individual contributor or do you work best in teams?”55

“Share about an important thing you have learned in your leadership of teams or projects.”56

“How do you prepare for a presentation of technical experts in your field?”56

“Tell us about the types of presentations you have given.”57

“Share an example of a time when you were able to convince a skeptical or resistant customer to purchase from your organization.”57

“Share an example of when you had to convince someone in authority about your ideas.”58

“Tell us about a staff development plan you created and carried out with one or more of your employees.”58

“How do you handle difficult performance reviews?”59

“When do you give positive feedback to people?”59

“How do you prepare for negotiations?”60

“What motivates you to do / be your best at your job?”60

“How have you handled introducing a big change in your unit or organization?”61

“If possible, share about a time when your trustworthiness was challenged and how you responded.”61

“Describe a time when you had to keep Information confidential.”62

“How do you handle dishonesty, Unfairness or Ethnical issues in the workplace?”62

“How do you keep track of delegated assignments?”63

“How do you get data for performance reviews?”63

“Share an example of a project or task you started on your own.”64

“Describe a situation when you showed initiative and took action without waiting for direction. What was the result?”64

“Tell us about a problem you had solved in an unusual way.”65

“How do you evaluate alternatives?”65

“Are you a “big Picture” or a “detail-Oriented” person? Share an example.”66

“How do you handle problems with customers?”66

“Describe a situation when you were able to strengthen a relationship by communicating effectively. What made it more effective?”67

“Describe the most significant written document, report or presentation which you had to complete.”67

“Which project or situation best describes your analytical abilities?”68

“Share an example of when you had to handle an angry customer.”68

“How do you build rapport with partners or customers?”69

“Describe a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome? ”69

“What Impact did you have at your last job.”70

Part II: Do you have any questions for us?

Potential questions for your interviewer and/or new supervisor:.....72

Go forth and nail your interview.

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HOW TO MAKE THE MOST OF THIS TEMPLATE

On the next page you will find a table of contents. Right clicking on the table of contents will update the page numbers once you filled out the questions in the pages that follow.

You can add or change the questions as you learn in each interview what questions are typical for your career level and / or industry. A great way to find out what questions are being asked in an interview by a specific company, go to <https://www.glassdoor.com/Interview/index.htm>.

Use this document to think through the answers in preparation for your interview. This gives you time to think through the response when you're not nervous and have to think up an answer instantly. Practice the answers for each interview. That will help you to gain confidence as you feel more prepared and are not caught by surprise. It also helps you to phrase the answer concisely because you've thought through the point you want to bring across already.

To prepare concise, well-rounded answers, use the **CAR** method: **Challenge + Action + Result**.

* **Challenge:** Describe the challenge of a situation you were facing at work.

* **Action:** What action did you take to overcome the challenge? What decisions did you make and why?

* **Result:** What was the outcome for the company? Use figures where you can.

During a phone interview, pull up this document and when an answer comes and you need a little help, click on a question in the Table of Contents that closely resembles the question you were asked. If done correctly, all questions in the Table of Contents are linked and a simple click on the question will take you directly to the matching section in this document without scrolling around.

If you need help with preparing for the interview or with changing jobs, [contact me](#).

Best of success with your interviews!



“WHY ARE YOU LEAVING YOUR CURRENT POSITION OR COMPANY?”

Keep this positive, even if your reasons are not entirely positive. Reasons could be the desire for a new challenge or a bigger one, location to a different area, or working in a different field.

“WHY ARE YOU INTERESTED IN THIS POSITION?”

Go back to your highlights in the job description and state here why the job entices you (or why the company interests you). It also helps if you do some research on the company’s website, read their annual report, watch or listen to an investor briefing, read press releases and some social media releases. If you know a person who works for the company, even better: Ask them if they are willing to talk to you about what it’s like to work for the company, what makes them stand out and why they love working for them.

“WHAT ARE YOUR STRENGTHS/WEAKNESSES?”

People love talking about their strength. Weaknesses can feel like a trap question in an interview, but that's not the intention. Show self-awareness and state a real weakness and describe what you have learned about yourself and how you handle it.

Strengths

Weaknesses

“TELL ME ABOUT A TIME THAT YOU FAILED AT SOMETHING, AND WHAT YOU DID AFTERWARDS.”

What major problems have you encountered and how did you deal with them? How do you deal with failure? Use the CAR method again to provide a concise, structured response.

CAR: Challenge - Approach - Result

“ARE YOU A TEAM PLAYER?”

Describe a time when you worked on a team project. What was your relative position on the team? Were you satisfied with your contribution? How could it have been better? Use the CAR method to reply.

CAR: Challenge - Approach - Result

“WHAT IS YOUR SALARY EXPECTATION FOR THIS JOB?”

(Can we afford you?)

Possible approaches to respond depending on your conversation so far:

“I’ll need more information about the job and the responsibilities involved before we can begin to discuss salary. Can you give me an idea of the range budgeted for this position?”

If you know the range: I’ll be happy to see your best offer. I am valuing a combination of things in a job, one of them is salary, as well as [list other items of importance, such as travel, days off, flexible hours, or other perks].

“HOW DO YOU STAY UP TO DATE IN YOUR JOB AND ON INDUSTRY TRENDS?”

Answer the concern about how you continue to learn and grow. How do you stay challenged, motivated and up to date on trends in your industry?

“IF YOU HAD A MAGIC WAND WHAT ONE THING WOULD YOU CHANGE ABOUT YOUR PRESENT JOB CIRCUMSTANCES?”

Would you stay with your current employer if things were different? This is not an invitation to rant about your current job. If you are looking to relocate or pivot into a completely different role, say so.

“WHAT WOULD YOU HOPE TO ACHIEVE IN THE FIRST 12 MONTHS?”

Share your vision! This is a good time to see if your vision aligns with the new employer - or if you give them ideas they haven't considered before.

“HOW DO YOU HANDLE MULTIPLE PROJECTS?”

This question probes your ability to set priorities and manage your time. Question variations may include inquires about how you manage or schedule your time, your approach to breaking down important assignments, how you balance life and work or even ask if you ever experienced being overloaded at work and how you handled it.

“TELL US ABOUT A TIME WHEN YOU INFLUENCED THE OUTCOME OF A PROJECT?”

Show how you displayed leadership, share your approach to project management and the result.

“WHAT DO YOU DO WHEN YOU FACE A LACK OF COOPERATION OR POOR COMMUNICATION?”

How do you handle challenges and remove obstacles in the way of meeting company goals? If you're in a leadership role, how do you help subordinates to be productive and move past the obstacle?

“LET'S SAY THE ORGANIZATION FACED A PEAK AND EVERYONE WAS OVER-LOADED WITH WORK. HOW DOES YOUR TEAM STILL MEET JOB ASSIGNMENTS?”

How do you go about scheduling and prioritization? How do you assign priorities to jobs?

“PLEASE PROVIDE AN EXAMPLE THAT SHOWS HOW THERE IS MORE THAN ONE WAY TO SOLVE A PROBLEM.”

“GIVE AN EXAMPLE OF A TIME WHEN YOU WERE ABLE TO BUILD MOTIVATION IN YOUR SUBORDINATES OR COWORKERS.”

This question assesses your leadership abilities. Use the

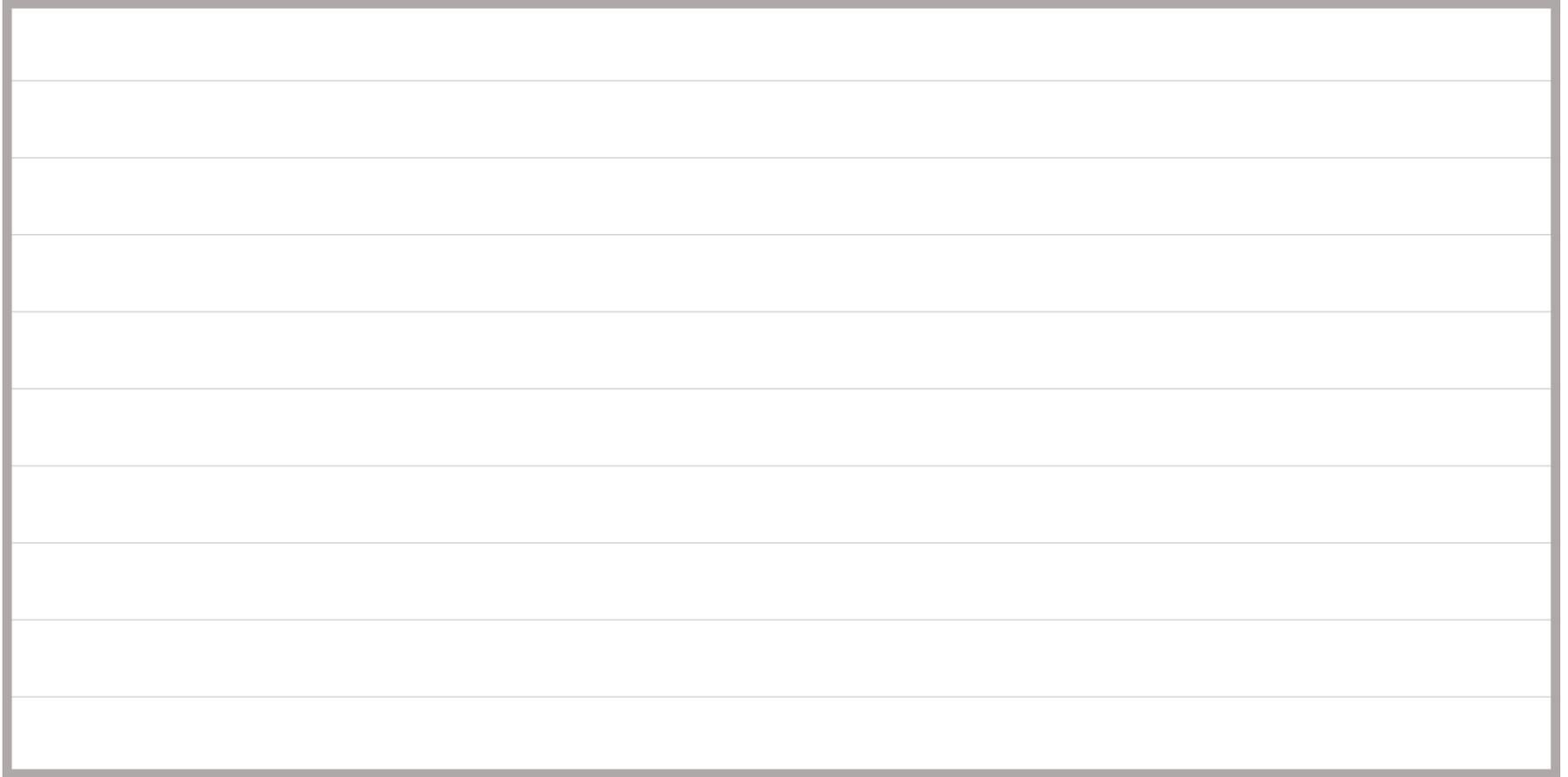
“SHARE A TIME WHEN A MISTAKE YOU MADE WAS DUE TO YOU NOT LISTENING WELL.”

Variations of this questions are related to asking you how you ensure you are listening and demonstrating good listening skills. Another option could be to ask you about your self-awareness when it comes to listening: when is listening important in your job? When is listening difficult? How do you manage this?

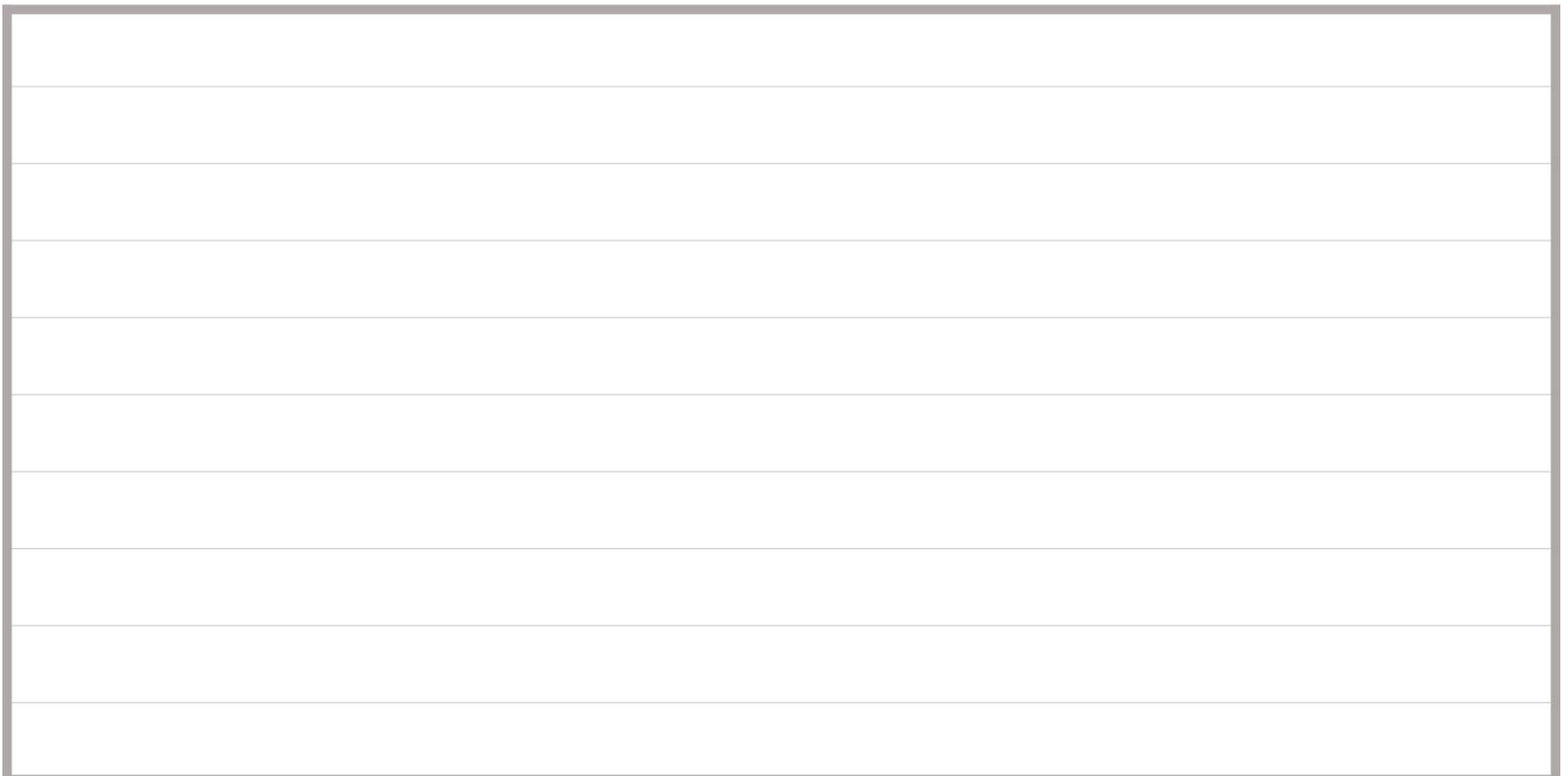
“DESCRIBE A TIME WHEN YOU HAD TO USE CONFRONTATION.”

Why was it needed? How did you approach it? What was the result?

“WHAT WAS THE TOUGHEST MANAGEMENT DECISION YOU’VE HAD TO MAKE?”



“HOW HAVE YOU DEALT WITH SETBACKS?”



“WHAT IS THE MOST COMPETITIVE SITUATION YOU HAVE FACED?”

“TELL US ABOUT A TIME WHEN YOU SUCCESSFULLY ADAPTED TO A CULTURALLY DIFFERENT ENVIRONMENT?”

“SHARE AN EXAMPLE OF HOW YOU MADE AN INTENTIONAL EFFORT TO GET TO KNOW SOMEONE FROM ANOTHER CULTURE OR TO UNDERSTAND THEIR PERSPECTIVE?”

“SHARE AN EXAMPLE OF WHEN YOU HAD TO CONVINCЕ SOMEONE IN AUTHORITY ABOUT YOUR IDEAS.”

“TELL US ABOUT A STAFF DEVELOPMENT PLAN YOU CREATED AND CARRIED OUT WITH ONE OR MORE OF YOUR EMPLOYEES.”

What were the components of the development plan? What was the outcome?

GO FORTH AND NAIL YOUR INTERVIEW.

You have researched. You've listed the answers and are prepared for the interview. This should give you enough confidence. Remember, an interview goes both ways: both you as the candidate and the employer are interviewing each other. You are both trying to find out about each other to see if this is a good match.

If you're still uncertain and need help, [reach out here](#). Otherwise: **Best of luck with your interview!**

Share your success story with others and tag #zaradigm or add a post to the Zaradigm [LinkedIn](#), [Facebook](#) or [Instagram](#) pages. Let's celebrate your success with shouts and celebratory gifs! =)

If you need more help to fast-track your shift to a new job, here are two options: (1) book this online course to get more invitations to interviews, or (2) book a free consultation to discuss the best coaching option to get you where you need to be.

Get the course

Book a call

