

Interview Questions: Internships



General Questions

1. What interests you about this particular position / Why do you think you'd be good at it?
2. What influenced you to study _____ or pursue a career in _____?
3. What have you learnt from your previous work experience? What did you enjoy most and why?
4. How do you spend your spare time? What are you involved in outside of work/study?
5. Where do you see yourself in five years from now / What are your personal and professional goals?
6. Why should we give you this internship?
7. Who has influenced your life so far?
8. What are some of your achievements that you're proud of?
9. What are your three main qualities / strengths?
10. What would you describe as weaknesses you have / areas for development

Behavioural Questions

1. Give me an example of a time when you set a goal and were able to meet or achieve it.
2. Tell me about a time when you had to use your presentation skills to influence someone's opinion.
3. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
4. Tell me about a time when you had too many things to do and you were required to prioritise your tasks.
5. Tell me about a difficult decision you've made in the last year.
6. Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
7. Give me an example of a time when you motivated others.
8. Tell me about a time when you delegated a project effectively.
9. Give me an example of a time when you used your fact-finding skills to solve a problem.
10. Describe a time when you anticipated potential problems and developed preventive measures.
11. Tell me about a time when you were forced to make an unpopular decision.

12. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
13. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

Situational Questions

1. What would you do if you made an error in a report and it had been sent to the client already?
2. What would you do if you had 2 competing deadlines to meet by the end of this week? How would you set your priorities?
3. What would you do if an overseas client had difficulties understanding what you are saying over the phone?
4. How would you handle a difficult customer if your boss was away?
5. You disagree with the way your supervisor says to handle a problem. What would you do?
6. How would you react if two teammates were embroiled in a conflict that kept the team from completing its task?