

# Mock Interview Questions

In any interview, you will be asked questions about who you are and what you're looking for (introductory questions), how you approach your work (behavioral questions), and your experience/knowledge that is relevant to the role/industry (technical questions)--see below. As you prepare your answers to interview questions, consider looking at [this guide](#) to learn about the words and phrases you should avoid using during your interview, and [this article](#) for suggestions on more effective ways to talk about your experience.

## Introductory Questions:

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What's your ideal work environment/company?
- What attracted you to this company? How did you hear about this position?
- Why should we hire you?
- What questions do you have for us?

## Behavioral Questions (more available [here](#)):

- How might a previous supervisor or colleague describe you?
- Tell me about a time you were dissatisfied in your role. What could have been done to make it better?
- Tell me about a time when you made a mistake at work and wish you had handled the situation differently. What happened? How did you resolve the issue?
- Tell me about a time you had to deal with a challenging client or coworker. How did you handle it? Looking back on the situation, is there anything you would do differently?
- Describe a time when you had to interact with a difficult client or customer. What was the situation, and how did you handle it?
- Tell me about a time you were under a lot of pressure at work or at school. What was going on, and how did you get through it?

- Give me an example of a time you managed numerous responsibilities. How did you handle that?
- Tell me about your proudest professional accomplishment.

### **Technical Questions:**

To better anticipate the technical questions you might be asked during an interview, go to your internet browser and type in, “interview questions for [job/industry you are applying for]”. See below for some examples:

#### *Administrative/Clerical Roles*

- Can you describe your experience with handling administrative tasks and how it has prepared you for this role?
- What strategies do you use to ensure accuracy and attention to detail in your work?
- How familiar are you with using office equipment such as photocopiers, scanners, and fax machines? And computer applications like Microsoft Word, Excel, and Outlook?
- How would you handle a situation where you have conflicting deadlines?
- How do you prioritize your tasks when scheduling your day?

#### *Healthcare Roles*

- Can you describe a time when you had to advocate for a patient’s needs or rights?
- How have you contributed to improving patient satisfaction in your previous roles?
- What is your experience with using electronic health record systems?
- What strategies do you use to ensure you are effectively communicating with patients of diverse backgrounds?