



**City and County of San Francisco  
Office of the City Administrator**

**Practice Interview Questions for Job Candidates**

Job interviews are an opportunity to share information about your work experience, skills, and professional background with hiring managers and interview panels. We encourage you to use this guide of commonly asked questions to prepare yourself before an interview. This guide is for external job candidates and current employees seeking promotions.

Write down your answers to the questions and practice answering them out loud with a friend, family member, or colleague. You don't need to memorize your answers. However, the more you practice answering the questions, the more confident and knowledgeable about your skills and abilities you will be during an interview.

**About yourself**

- Tell us about yourself.
- What qualities make you a good colleague? A good leader?
- What is your greatest personal achievement?
- What's something positive your supervisor would say about you?
- What is your ideal work environment?
- How do you keep yourself organized?

**About your academic and professional experiences**

- How did you end up in this line of work?
- In what areas are you interested in developing yourself over the next 3-5 years?
- Describe a time you faced a challenge completing a project or task at work. How did you overcome it?
- Describe a time you dealt with a difficult co-worker. How did you address the situation? What was the outcome?
- Describe a time you disagreed with your manager/supervisor. How did you address the situation? What was the outcome?
- What certifications or experience make you qualified for this job?
- Tell us in what ways you innovate as a professional.

**About your interest in the role and the organization**

- Why are you interested in this role? In this department?
- In this role, how would you lead by example?
- What are your thoughts on working evenings, weekends, or odd hours?
- If you could change something in this department, what would that be, and how would you go about making that change?
- What do you want to accomplish in the first 6 months of this job?