

sharepoint interview questions and answers

SharePoint interview questions and answers can play a significant role in the hiring process for SharePoint professionals. As organizations continue to leverage SharePoint for collaboration, document management, and workflow automation, the demand for skilled individuals in this domain continues to rise. Understanding both the technical and functional aspects of SharePoint is crucial for candidates preparing for interviews. In this article, we will explore a variety of SharePoint interview questions and provide detailed answers to help candidates prepare effectively.

Understanding SharePoint Basics

1. What is SharePoint?

SharePoint is a web-based platform developed by Microsoft that allows organizations to create websites for sharing information and collaborating on projects. It provides tools for document management, storage, and collaboration, making it easier for teams to work together and access information efficiently.

2. What are the key features of SharePoint?

Some key features of SharePoint include:

- Document Management: Version control, check-in/check-out, and metadata management.
- Collaboration Tools: Team sites, discussion boards, and project management.
- Workflow Automation: Automated processes for document approval and task assignments.
- Content Management: Publishing features, news posts, and content types.
- Integration Capabilities: Seamless integration with Microsoft Office and other applications.

3. What are SharePoint lists and libraries?

- SharePoint Lists: Collections of data that can be easily shared and managed. Lists can contain various types of columns, such as text, number, choice, and lookup.
- SharePoint Libraries: Specialized lists designed for storing documents and files. Document libraries allow users to store, organize, and track files with features like versioning and metadata.

Technical Questions

4. What is the SharePoint architecture?

SharePoint architecture consists of several layers, including:

- Web Front End (WFE): Handles user requests and serves web pages.
- Application Server: Manages core services like search, user profile, and Excel services.
- Database Server: Stores configuration and content databases.
- Service Applications: Provide functionalities like search, managed metadata, and workflow.

5. Explain the difference between SharePoint On-Premises and SharePoint Online.

- SharePoint On-Premises: Installed and managed within an organization's data center. Offers complete control over the environment but requires maintenance and updates.
- SharePoint Online: Cloud-based service part of Microsoft 365. Managed by Microsoft, it provides automatic updates and scalability but offers less control over the environment.

6. What is a SharePoint site collection?

A SharePoint site collection is a group of SharePoint sites that share common administrative settings and can contain one or more sub-sites. Each site collection has its own content database and can have unique security settings.

7. What are content types in SharePoint?

Content types are reusable collections of metadata, behavior, and settings for a specific category of content. They allow organizations to define and manage the structure of content consistently across lists and libraries.

Development and Customization

8. How can you customize SharePoint sites?

Customization can be achieved through:

- SharePoint Designer: A tool used to modify existing sites and create workflows.
- Power Apps: For building custom applications integrated with SharePoint

data.

- SPFx (SharePoint Framework): A development model for building modern web parts and extensions using client-side technologies.
- Themes and Branding: Applying custom themes and CSS to change the look and feel of SharePoint sites.

9. What is the SharePoint Framework (SPFx)?

SPFx is a development framework that enables developers to build responsive and modern web parts and extensions for SharePoint. It supports client-side development using popular frameworks like React, Angular, and Vue.js.

Administration & Security

10. How do you manage permissions in SharePoint?

Permissions in SharePoint can be managed through:

- SharePoint Groups: Pre-defined groups like Owners, Members, and Visitors that simplify permission management.
- Break Inheritance: Customizing permissions at specific site levels while breaking inheritance from the parent site.
- Permission Levels: Assigning different permission levels like Full Control, Edit, and View Only to users and groups.

11. What is the role of SharePoint Admin Center?

The SharePoint Admin Center is a web-based interface used by SharePoint administrators to manage SharePoint Online sites and settings. Key functions include:

- Creating and managing site collections.
- Configuring sharing and external access.
- Monitoring usage and activity reports.
- Managing user profiles and search settings.

Common Scenarios and Problem-Solving

12. How do you handle versioning in SharePoint libraries?

In SharePoint libraries, versioning can be enabled to track changes made to documents. There are two types of versioning:

- Major Versioning: Tracks major releases (e.g., 1.0, 2.0).
- Minor Versioning: Tracks intermediate changes (e.g., 1.1, 1.2).

To enable versioning:

1. Navigate to the document library.
2. Click on Library Settings.
3. Under Versioning Settings, choose the versioning option you prefer.
4. Save the settings.

13. What steps would you take to troubleshoot a SharePoint performance issue?

To troubleshoot performance issues in SharePoint, consider the following steps:

1. Check Server Health: Monitor CPU, memory, and disk usage on SharePoint servers.
2. Review Event Logs: Look for errors or warnings in the Windows Event Viewer.
3. Analyze ULS Logs: Use ULS Viewer to analyze SharePoint logs for detailed error messages.
4. Optimize Content Databases: Ensure that databases are not too large and are properly maintained.
5. Review Network Performance: Check for latency or network issues affecting SharePoint access.

Behavioral Questions

14. Describe a challenging SharePoint project you worked on.

In this question, candidates should provide a specific example of a challenging project, detailing:

- The project goal and requirements.
- The challenges faced (technical, stakeholder-related, etc.).
- The steps taken to overcome those challenges.
- The outcome and any lessons learned.

15. How do you stay updated with SharePoint developments?

Candidates should highlight their commitment to continuous learning through:

- Following Microsoft's SharePoint blog and official documentation.
- Participating in SharePoint community forums and user groups.
- Attending webinars, workshops, and Microsoft events.
- Utilizing platforms like LinkedIn Learning for courses on new features and best practices.

Conclusion

Preparing for a SharePoint interview requires a solid understanding of both the technical and functional aspects of the platform. By familiarizing yourself with common SharePoint interview questions and answers, you can increase your confidence and improve your chances of success. Remember to tailor your answers to reflect your experience and knowledge, providing specific examples when possible. This preparation will not only help you during interviews but also enhance your overall understanding of SharePoint and its functionalities.

Frequently Asked Questions

What is SharePoint and what are its primary uses?

SharePoint is a web-based collaboration platform developed by Microsoft that integrates with Microsoft Office. Its primary uses include document management, storage, and collaboration, allowing teams to work together on projects and share information efficiently.

Can you explain the difference between SharePoint Online and SharePoint On-Premises?

SharePoint Online is a cloud-based service that is part of Microsoft 365, allowing users to access SharePoint from anywhere with an internet connection. SharePoint On-Premises, on the other hand, is installed on local servers and requires organizations to manage their own infrastructure and updates.

What are SharePoint lists and libraries?

SharePoint lists are collections of data that can be used to manage information, while libraries are specialized lists that store documents and files. Both allow users to organize, share, and collaborate on data efficiently within SharePoint.

How do you set permissions in SharePoint?

Permissions in SharePoint can be set at various levels including site, list, and item levels. You can manage permissions by creating SharePoint groups, assigning users to these groups, and specifying their access levels (like Read, Contribute, or Full Control) based on the needs of the project.

What is a SharePoint site collection?

A SharePoint site collection is a group of related SharePoint sites that

share common features such as permissions, content types, and site templates. It serves as a container for multiple sites and provides a way to manage and organize them effectively.

What are web parts in SharePoint?

Web parts are reusable components that can be added to SharePoint pages to display content and functionality. They allow users to customize their pages by adding features such as calendars, lists, charts, and document libraries, enhancing the overall user experience.

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