

# SAMPLE INTERVIEW QUESTIONS

## OPENERS:

- Tell me about your favorite position, and what role your boss played in making it so unique.
- Tell me about your least favorite position.
- Why should I consider you for this position?
- What can you do for us that someone else can't?
- How would you describe your ideal job?
- What five adjectives best describe you?

## ACHIEVEMENT-FOCUSED QUESTIONS

- What makes you stand out amongst your peers?
- What has been your proudest accomplishment? Tell me about it.
- What would your current boss say makes you most valuable to him/her?
- Tell me what "success" means to you.
- What do you consider your greatest strength?
- How do you set goals for yourself?
- Where do you see yourself five years from now?
- What motivates you?

## "PRESSURE-COOKER" QUESTIONS

- Tell me about your last performance appraisal. In which area(s) were you most disappointed?
- Where do you disagree with your boss most often? How did you handle the last time he/she was wrong and you were right?
- Were you ever in a situation where you had too many things to do in the time available? What happened and how did you handle it?
- What was your worst mistake last year, and how did you deal with it?
- How do you work with new and weak members of your group?
- What kind of people do you feel represent a challenge to work with and how do you best deal with them?
- You've changed jobs frequently. How do we know you'll stick around?
- You've stayed with the same company for years. Why did you decide to leave?
- I see you were unemployed for a period of time. Tell me about it.
- What do supervisors tend to criticize most about your performance?
- How does your boss get the best out of you?

## BEHAVIORAL QUESTIONS

- Tell me about the most difficult assignment you ever had. How did you go about completing it?
- Tell me about a situation in which your boss was upset with the way you did something. How did you handle your boss?
- For management-level applicants: Tell me about a particularly difficult employee you were able to turn around and help to become a good, solid worker.

- Tell me about a decision you made on the job that did not work out well. How did you make that decision? What would you have done differently in retrospect?
- Tell me about an occasion when, in difficult circumstances, you pulled a team together.
- This position will be working with individuals who have been with us for a long time. How will you mesh with them?

## **SUPERVISORY QUESTIONS**

- What type of supervisory training have you had in the past?
- Tell me about the type of people you have supervised.
- How have you handled a difficult employee?
- If you've had to fire someone, how was it handled?
- What characteristics do you look for in a possible new hire?
- How do you motivate employees if pay raises aren't an option?
- How would you supervise someone like yourself?

## **WORKING WITH OTHERS**

- Do you prefer working alone or with others?
- How would your co-workers describe you?
- What kind of people do you have trouble getting along with?
- What kind of people do you get along with the best?
- How do you handle a personality conflict with someone you must work closely with?
- How do you feel about socializing with co-workers outside of the office?
- What level of management are you most comfortable working with?

## **WORKING FOR OTHERS**

- Tell me about your favorite boss.
- What attributes were lacking in your worse boss?
- How well do you feel your boss rated your work performance?
- Tell me about a time when you and your boss had a disagreement.
- What would your boss tell me about you?
- How do you handle having trouble with a boss?
- Is the customer always right?

## **ENVIRONMENTAL QUESTIONS**

- Tell me about a typical workday.
- How do you handle several important projects simultaneously?
- What do you do when things are slow on the job?
- Tell me about a task that you just couldn't seem to complete and why.
- Describe the top of your desk.

- What aspects of your job do you consider most critical?
- How important was communication and interaction with others on your job?
- Tell me about a big change at one of your last jobs and how you handled it.
- What is your opinion about the “chain of command”?
- How do you handle the stress in a fast-paced environment?

#### **PAST JOB PERFORMANCE**

- Tell me about your last job.
- What unique aspects did you bring to your last positions?
- How much flexibility did you have in performing and making decisions in your last jobs?
- If you stay in your current position, what will happen there? How far can you advance?
- Give me an example of when you’ve demonstrated customer service skills.
- What were the three most important responsibilities in your last job?

#### **CHALLENGING APPLICANTS IN THE FINAL ROUNDS OF INTERVIEWS**

- Why do you want to work here?
- What do you know about our organization/department?
- Tell me about your understanding of the job you're applying for.
- What would you say are the major qualities this job demands?
- If you retired from this organization, what would be your legacy?