

## Sample Interview Questions

### Basic interview 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 company?
- What attracted you to this company?
- Why should we hire you?
- What did you like least about your last job?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What were the responsibilities of your last position?
- Why are you leaving your present job?
- What do you know about this industry?
- What do you know about our company?
- Are you willing to relocate?
- Do you have any questions for me?

### Behavioral interview questions:

- What was the last project you led, and what was its outcome?
- Give me an example of a time that you felt you went above and beyond the call of duty at work.
- Can you describe a time when your work was criticized?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What is your greatest failure, and what did you learn from it?
- How do you handle working with people who annoy you?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?
- Give me an example of a time you did something wrong. How did you handle it?

- Tell me about a time where you had to deal with conflict on the job.
- If you found out your company was doing something against the law, like fraud, what would you do?
- What assignment was too difficult for you, and how did you resolve the issue?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

#### Career development questions:

- What are you looking for in terms of career development?
- How do you want to improve yourself in the next year?
- What kind of goals would you have in mind if you got this job?
- If I were to ask your last supervisor to provide you additional training or exposure, what would she suggest?

#### Getting started questions:

- How would you go about establishing your credibility quickly with the team?
- How long will it take for you to make a significant contribution?
- What do you see yourself doing within the first 30 days of this job?
- If selected for this position, can you describe your strategy for the first 90 days?

#### More questions about you:

- How would you describe your work style?
- What would be your ideal working environment?
- Give examples of ideas you've had or implemented.
- What techniques and tools do you use to keep yourself organized?
- If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
- Tell me about your proudest achievement.
- Who was your favorite manager and why?
- What do you think of your previous boss?
- Was there a person in your career who really made a difference?

- What kind of personality do you work best with and why?
- What are you most proud of?
- What are three positive things your last boss would say about you?
- What negative thing would your last boss say about you?
- What three character traits would your friends use to describe you?
- If you were interviewing someone for this position, what traits would you look for?
- List five words that describe your character.
- Who has impacted you most in your career and how?
- What's the most important thing you learned in school?
- Why did you choose your major?
- What will you miss about your present/last job?
- What is your greatest achievement outside of work?
- What are the qualities of a good leader? A bad leader?
- Do you think a leader should be feared or liked?
- How do you feel about taking no for an answer?
- Tell me the difference between good and exceptional.

Conversation with a candidate is likely if things are going well. It is easy to digress into informal dialogue. As a reminder, we are **not permitted to ask** questions such as:

- Are you a U.S. citizen?
- Were you born here?
- Where are you from?
- What is your ethnic heritage?
- What is that accent you have?
- How old are you?
- When were you born?
- When did you graduate from high school?
- Are you married?
- What does your spouse do for a living?
- Do you have any children? How old are your children? What are your child care arrangements?
- What church do you go to?
- What clubs or organizations do you belong to?
- Have you ever filed a worker's compensation claim?
- What disabilities/medical issues do you have?
- Do you have AIDS or are you HIV-positive?
- Do you have any arrests? Criminal history?