



SAMPLE INTERVIEW QUESTIONS

Conducting an interview can easily get off track. When interviewing candidates for a position, it is helpful and prudent to ask the same questions of all your candidates. Depending on the position for which you are hiring, it is helpful to plan out what you want to find out about your candidate and their skills. Write your list of interview questions ahead of time to ensure you are asking all candidates the same questions.

Below are some suggested interview [questions you can ask](#) designed to help you establish a better understanding of your candidate, their qualifications and their background.

WORK EXPERIENCE

- Tell me about a typical day on your previous job. What did you do; whom did you see?
- What were the routine responsibilities of your last job? What percentage of time did each take?
- To whom did you report at your last job?
- How many people reported to you at your last job?
- What were the job titles of people who reported to you at your last job?
- What skills did you obtain at your last job?
- How often did you meet with your supervisor at your last job?
- What special qualifications do you bring to this job?
- How did your last job prepare you for this job?
- What did you enjoy most about your last job? What did you like least about your last job?

- What would your previous supervisor say are your greatest strengths and weaknesses?
- How important was your last job to the company?
- What was your most important contribution to your previous employer?
- Why are you leaving your current job?
- What are two of your biggest disappointments in your work history?
- What are two of your greatest accomplishments in your work history?
- Why should we hire you?
- How do you fit the requirements of this job you have applied for?
- Which supervisor from your past have you liked best and why?

EDUCATION LEVEL/EXPERIENCE

- Tell me about your educational experiences.
- Why did you pick your major/graduate degree/concentration?
- Where did you rank in your class?
- What were your average grades?
- In what classes did you earn the best grades?
- In what classes did you earn your lowest grades?
- Do you feel your grades reflect your abilities?
- What were your favorite (least favorite) courses (activities)?
- Do you have skills or knowledge not evident from your school record?
- What aspect of your training and education has most helped you on the job?
- What thoughts do you have about future education and training for your further development?



AGGRESSIVENESS & ENTHUSIASM

- What particularly interests you about this job?
- What particularly interests you about this organization?
- What do you expect from this organization?
- How have you prepared yourself for this job?
- How have you prepared yourself for this job interview?
- What would be the most challenging thing about this job?
- How and why did you choose this line of work?
- What do you like about working?
- What type of work assignments do you find really challenging?
- Why do you feel you can be successful in this job position?
- For job advancement, would you consider an advanced degree?
- Would you describe yourself as competitive?

COMMUNICATION & CONFLICT MANAGEMENT

- What were some of the things about which you and your supervisor disagreed? How did you handle them?
- How do you influence others to agree with your ideas?
- Which do you think are stronger, your written or verbal communication skills?
- What types of writing do you do in your current position?
- Do you prefer to communicate via e-mail or face-to-face at work?
- How well do you get along with your coworkers?
- Tell me about your experiences working on a team.
- Tell me about a time when you were working on a team and there was conflict. How did you work to resolve this conflict?
- Tell me about a time when you have had conflict with a coworker and how you resolved it.

PLANNING & ORGANIZATION

- How do you get things done?
- How do you meet deadlines?
- What examples could you give me of your dedication to deadlines?
- How do you prioritize if you have two deadlines at the same time?
- What are your long- and short-term goals, how did you determine them, and how are you preparing for them?
- If you were in charge of your department, how would you go about creating a plan for the next year?
- What do you do when you have too much work for a given period of time?

CHANGE/STRESS MANAGEMENT

- What types of work situations cause you stress?
- What was the toughest decision you ever made?
- Tell me about a work situation that caused you stress and how you managed it.
- Do you feel pressure in your current/last job? Tell me what has caused you stress.
- Describe a work-related situation that caused you the highest pressure you have ever been under. How did you manage it?

WORK HABITS & STYLE

- How would you describe yourself professionally?
- How do you describe yourself as a manager (if applicable)? As an employee?
- Why should we hire you?
- Describe yourself in three words.
- What do you value?
- What motivates you?
- Describe your ideal job.
- What kinds of people do you have difficulty working with?
- In what ways would you change your supervisor?
- How did your previous employer treat you?
- What is your supervisor like to work with?
- Do you prefer a solitary or interactive working environment?
- Would you describe yourself as intuitive or analytical?

MANAGEMENT/EXECUTIVE SKILL

- Have you managed people before?
- What is the largest number of people you have managed at one time?
- Tell me about your management style.
- What do you find to be the most difficult part of being a manager?
- Do you consider yourself a leader? Why?
- What do you think makes a good leader?
- What would you say are the main reasons for your success?
- Do you consider yourself to be a self-starter? Can you give me some examples?
- How much experience do you have interviewing, evaluating, and hiring new employees?
- When you are hiring, what qualities do you look for in people?
- How do you motivate people?
- How do you handle high levels of stress?
- Are you comfortable with public speaking?
- What is the largest number of people you have given a presentation to?
- How have you assisted in reducing costs in your last company?
- How have you worked to reduce process time in your last position?
- How do you decide what work to delegate?
- When you delegate work, how do you maintain quality and performance over that particular task?
- Tell me what trends you see occurring now and coming down the line in this industry.
- Why have you had to fire people? Give me some examples, and tell me how you handled each.

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