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Interview Information

Questions most commonly asked

The most frequently asked request in ANY interview is
“Tell me about yourself.” How will YOU respond?

Goals: personal and professional

- What are your short-term career objectives? Long-term career objectives? When and why did you establish these goals?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in a career?
- What qualities do you admire most in others?
- How do you determine or evaluate success?

Skills and abilities

- What do you consider to be your greatest strengths and weaknesses?
- What do you do for fun?
- If you were describing yourself, what five words would you use?
- What two or three accomplishments have given you the most satisfaction? Why?
- What is the most important lesson you have ever learned in or out of school?
- What frustrates you the most? What was your greatest disappointment?
- Tell me about a difficult decision you had to make. How did you go about making it?
- What kinds of people do you find it difficult to work with? How do you usually deal with conflict?
- Give me an example of a problem you solved and how you solved it.

Education

- Tell me how you chose your major. Why did you select the college/university you attended?
- Describe your most rewarding college experience.
- Which academic subjects did you enjoy the most? Least? Why?
- What is your GPA? Do you think your grades are a good indication of your academic achievement?
- What have you learned from participation in extracurricular activities?
- How have your education and/or training prepared you for this job?
- Do you have plans for continued study? An advanced degree?

Work experience, in general

- Tell me about your past work experience.
- Of the positions you have held, which did you enjoy the most? The least? Why?
- What work experience has been the most valuable to you and why?
- How do you work under pressure?
- Describe the kind of supervisor you like to work for.

- What have you learned in previous jobs that you can transfer to this job?
- Tell me about the most challenging/interesting job you ever had? The most boring job?
- Describe an innovative change you implemented in your last job.
- How, specifically, do you contribute toward an atmosphere of teamwork?

Most recent position

- What are your key responsibilities or objectives in your most recent position?
- Describe a typical day in your most recent job.
- What have been your major accomplishments while in this position?
- What impact have these accomplishments had on the organization?
- What aspects of your current position do you enjoy most? The least? Why?
- What aspects of your supervisor's management style/philosophy do you like most? Least? Why?
- If we talked to your current supervisor, references, or co-workers, how would they describe your performance?
- Why do you wish to leave your current position? What factors have led to this decision?

Questions about the target job...

- In general, how qualified do you feel to perform this position? Why?
- With which aspects of the position do you feel most comfortable? Least comfortable? Why?
- What would you look for if you were hiring a person for this job?
- Why should we hire you?
- Why are you interested in this position? What is it about this job that appeals to you the most?
- What do you know about this company? What is it about our company that interests you the most?
- In what ways do you think you can make a contribution to our organization?
- For which part or parts of this position would you need additional training?
- Are you willing to travel? Do you have a geographical preference? Why? Will you relocate? Does relocation bother you?

Management effectiveness

(Use only for supervisor or management positions)

- Describe your management style.
- Describe your leadership style. How do you motivate others?
- How would you go about establishing rapport with your staff?
- What qualities should a successful manager possess?
- What do you consider to be your greatest strength as a manager? Greatest shortcoming? Why?
- How do you delegate responsibility? Give me an example.
- Tell me about a rewarding supervisory experience you have had.
- Tell me about a supervisory experience that did not turn out well and why.
- How would your staff describe you?